

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 000001		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. 4200390540	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE MSFC		7. ADMINISTERED BY (If other than Item 6) CODE MSFC	
NASA/Marshall Space Flight Center Office of Procurement Rhoney Triplett Jr. rhoney.triplett@nasa.gov Marshall Space Flight Center AL 35812		NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		(x) 9A. AMENDMENT OF SOLICITATION NO.			
		9B. DATED (SEE ITEM 11)			
CODE 035U7		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T 10B. DATED (SEE ITEM 13) 05/01/2011			
FACILITY CODE					

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$546,384.00  
See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) NFS 1852.232-77 Limitation of Funds (Fixed Price Contract) March 1989

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return \_\_\_\_\_ 0 \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

1. The purposes of this task order modification are to incorporate the following actions;

(a) Provide incremental funding in the amount of \$546,384; thereby increasing the total funding allotted to this task order from \$135,422 to \$681,806; and

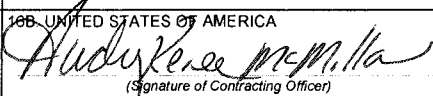
(b) Extend the anticipated funded through date from <sup>from May</sup> March 24, 2011 through August 19, 2011.

2. The following paragraph(s) has/have been modified. Slip-sheets to the contract are provided with sidebars indicating change.

Clause 12 Limitation of Funds

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Audrey R. McMillan	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	
15C. DATE SIGNED		16C. DATE SIGNED 5-24-2011	

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000001	PAGE	OF
		2	3

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>3. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES:</p> <p>Reason for Modification : Funding Only Action Obligated Amount for this Modification: \$546,384.00 New Total Obligated Amount for this Award: \$681,806.00 Incremental Funded Amount changed from \$135,422.00 to \$681,806.00 Incrementally Funded through date changed from 05/24/2011 to 08/19/2011</p> <p>ACCOUNTING AND APPROPRIATION DATA:</p> <p>PR # 4200390540 Account code: 62RS01/6100.2520/62/FC000000/736466.01.06.08.01/00 0/2520/62/CASX12011D/361N/1/2 Cost Center 62RS01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$274,022.00</p> <p>PR # 4200390540 Account code: 62SF01/6100.2520/62/FC000000/604746.07.03.11.08.0/ 2/000/2520/62/EXPX22011D/234A/2/3 Cost Center 62SF01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$27,440.00</p> <p>PR # 4200390540 Account code: 62IS01/6100.2520/62/FC000000/736466.07.10.08/000/2 520/62/CASX12011D/361N/3/4 Cost Center 62IS01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$181,932.00</p> <p>Continued ...</p>				



<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000001	PAGE	OF
		3	3

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	PR # 4200390540 Account code: 62IS70/6100.2520/62/FC000000/884160.01.50.02.08/00 0/2520/62/CASX12011D/922A/4/5 Cost Center 62IS70 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$22,663.00  PR # 4200390540 Account code: 62IS70/6100.2520/62/FC000000/572196.11.08/000/2520 /62/CASX12011D/618I/5/6 Cost Center 62IS70 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$22,663.00  PR # 4200390540 Account code: 62IS40/6100.2520/62/FC000000/361065.07.02.01/000/2 520/62/EXCX22011D/761A/6/7 Cost Center 62IS40 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$17,664.00  FOB: Destination				

**TASK ORDER NNM11AA40T**

**BUSINESS SUPPORT SERVICES**

RS01/Office of the Chief Financial Officer (CFO)  
IS01/ Office of the Chief Information Officer (CIO)

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$849,429	(b)(4)		\$681,806

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through September 30, 2011.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

**5. PERFORMANCE SURVEYS**

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be

reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

## 6. TECHNICAL DIRECTION

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

## 7. CONSIDERATION AND PAYMENT

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order \$0 is available for Travel.

### NNM11AA40T Payment Schedule

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	
		09/02/11	
		09/16/11	
		09/30/11	

		Total Billing	\$849,429.00
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**8. SPECIAL ORDER REQUIREMENTS**

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

**9. ORDER CLAUSES**

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

**10. OTHER TERMS AND CONDITIONS**

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

**11. ORDER OF PRECEDENCE**

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

**12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)  
(MAR 1989)**

- (a) Of the total price for effort provided under this Task Order, the sum of \$681,806 is available for payment and allotted to this Task Order.
- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.
- (c)
  - (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through August 19, 2011.
  - (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the

Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.

- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
  - (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**

**Performance Work Statement  
Task Order NNM11AA40T, Business Support Services  
Contract NNM11AA30C**

## **1.0 INTRODUCTION**

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in the contract, NNM11AA30C, Acquisition and Business Support Services (ABSS), and with the terms and conditions as set forth in the contract and as supplemented in this Task Order.

## **2.0 PROGRAM MANAGEMENT**

The Contractor shall provide program management and control for this Task Order pursuant to PWS paragraph 2.0 of the contract. All plans and reports will be provided to the Government in accordance with the direction contained in the Data Procurement Document (DPD) 1321, Attachment J-2 to the contract, and as directed in paragraph 2.0 Program Management of the contract PWS.

## **3.0 BUSINESS SUPPORT**

### **3.1 RS01/Office of the Chief Financial Officer (CFO)**

The task order requires support which includes, but is not limited to, fiscal control, general ledger, cost analysis, business systems and support, and budget analysis. Provide monthly cost accruals, review NASA Form 533 financial reports for accuracy and timeliness, provide account reconciliations, participate in annual Form 1501 reviews, support the general ledger, process financial system transactions, provide cost reports to NASA Headquarters, complete monthly and yearly closing processes, update and document financial systems, support on-line travel or other systems implementations, provide travel and other system training, coordinate programming changes and prepare, analyze and distribute financial reports.

**3.1.1** Business Systems and Support requires support to maintain and control system data base and configuration; develop/configure/reconfigure processes for the Travel Manager system; develop system processes and training for MSFC. Provide maintenance support and ensure updates of CFO travel website, and developing daily operational processes/communications for MSFC. Provide financial/budget analysis and integration as required. Task includes preparation and analysis of budget and financial data; analysis and entry of financial data into automated systems; preparation of business resources and financial reports, and performing various business related services. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree in an area of specialty and 4-6 years of experience or an equivalent combination of education and experience in the field or in a related area. (b)(4)

**3.1.2** Resource/accounting support to assist in verifying and processing invoice and voucher payments, resolving discrepancies, processing Cooperative Agreements, Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) contract payments, processing monthly cost accruals, reconciling monthly accounting entries to the General Ledger, and supporting audits and special projects. Task includes, but is not limited to, provide temporary assistance to other branches of the Accounting Office, such as Funds Control. Requires experience with travel processing and federal regulations and policies, desired education is a bachelor's degree and 2-4 years of experience, or an equivalent combination of education and experience in the field or a related area. (b)(4)

**3.1.3** Support is required to perform accounting functions in support of the Michoud Assembly Facility. Analyze accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits, creating and maintaining internal accounting sheets to track and status the MAF budget, reviewing operating budgets periodically to analyze trends affecting budget requirements, initiating and obtaining approval for Funding Requests; Issuing Purchase Requests to obtain services, coordinating between NASA and tenants/users concerning reimbursements, MIPR's, payments, and SAP inputs, supporting development of MAF Integration and Operations Office PPBE after receiving inputs from MSFOC and other NASA contractors, tenants, users, and civil servants, validating the accuracy of contractors' actuals, 533 billings, variances against budgets, and inputs into SAP, preparing and presenting information to all levels of MSFC/MAF management concerning budgets, contractor inputs and user/tenant data. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area, familiarity with MAF existing contracts, tenant support, and user/tenant agreements, and the ability to accomplish a variety of complex tasks.

(b)(4)

**3.1.4** Budget Distribution and Control – requires understanding of government financial accounting and will work with SAP and Business Warehouse (BW). Assist in Purchase Requisition Support for multiple Business Offices, Procurement, Budget, and Accounting Operations Office including initiation and closing as well as required Service Request (SR) correction activities is required. Conduct the final review and funds certification for MSFC PRs on a rotational basis and assists in providing formal and informal training classes to MSFC employees on PR initiation and approval tasks. Provide guidance to MSFC personnel on PR preparation via telephone, email, or person-to-person. Prepare and distribute multiple PR metric reports, executes and analyzes weekly Johnson Space Center (JSC) Error Tracking Reports to identify PR errors and track until resolved by responsible initiators. Execute and analyze year-end reports to ensure required tasks are completed and provide testing support to Integrated Enterprise Management Program (IEMP) for new releases. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a B.S. degree in Accounting and/or equivalent experience in accounting or financial management and 4-6 years of experience in the field or in a related area is desired. (b)(4)

**3.1.5** Perform monthly, quarterly, and annual reconciliation of US Standard General Ledger (USSGL) accounts. Provide analyses of these reconciliations to provide management with pertinent information to manage Center operations. Additional tasks include, but are not limited to, creation and analysis of Center monthly financial statements, completion of various Continuous Monitoring Program (CMP) activities, correction of identified errors, provide requested information for audits, and completion of the monthly CMP Management Matrix, and property accounting. An understanding of government financial accounting and experience with SAP and Business Warehouse or similar ERP is beneficial. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. (b)(4)

**3.1.6** Perform monthly, quarterly, and annual reconciliation of US Standard General Ledger (USSGL) accounts. Provide analyses of these reconciliations to provide management with pertinent information to manage Center operations. Serve as a Subject Matter Expert (SME) for multiple USSGL and financial reporting activities. Additional tasks may include (but are not limited to) creation and analysis of Center monthly financial statements, completion of various Continuous Monitoring Program (CMP) activities, correction of identified errors, administration of Journal Voucher (JV) log, assist in coordination of and provide requested information for audits, and completion of the monthly CMP Management Matrix. An understanding of government financial accounting and experience with SAP and Business Warehouse is required. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

**3.1.7** Provide analyses of the effectiveness and efficiency of operations and provide management with pertinent information to manage and control program resources and schedules within constraints. Effectively analyze cost data including the identification of trends and forecasting budget elements needing management attention. Communicate with Level II & Level III offices including budget coordination with different NASA organizations and levels within the agency. Additional tasks include, but are not limited to, resources support to a multi-contractor environment requiring tracking all aspects of contractually related resources management; provide independent status reports and assessments; track and analyze program budgets, funding, costs, schedule and contract status and predict anticipated progress at selected points in time (such as at fiscal year or major milestones); cost analysis and performance assessment on multiple project cost elements including Labor, Travel, and Procurements. An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of SAP, BW and Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)



### **3.2 IS01/Office of the Chief Information Officer (CIO)**

**3.2.1** Provide financial/budget analysis and integration as required. Task includes preparation and analysis of budget and financial data; analysis and entry of financial data into automated systems; preparation of business resources and financial reports, and performing various business related services. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. (b)(4)

**3.2.2** Provide analyses of the effectiveness and efficiency of operations and provide management with pertinent information to manage and control program resources and schedules within constraints. Task includes, but is not limited to, resources support to a governmental data center supporting both local and Agency workloads in a multi-contractor environment, provide independent status reports and assessments, track and analyze program budgets, funding, costs, schedule and contract status and predict anticipated progress at selected points in time (such as at fiscal year or major milestones). An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

**3.2.3** Serve as the primary business interface with the customer. Responsible for meeting contract requirements and customer objectives. Exercise independent judgment and solve administrative and managerial problems. Responsible for planning and coordinating staff, as well as managing cost, schedule and quality. Guide teams, analyze problems and implement solutions. Desired education is a bachelor's degree in area of specialty. Expert knowledge of NASA business concepts, practices and procedures. Extensive experience and judgment to plan and accomplish goals. Perform a variety of tasks. Lead and direct the work of others. Reports to the Deputy Program Manager / Business Lead. Has a broad mandate for independent actions and decisions. (b)(4)

**3.2.4** Support is required by CIO to develop, write and edit materials for creation and maintenance of the MSFC/NASA IT Security Standard Operating Procedures. In addition, this position is required to draft and prepare security incident documentation, as well as, prepare precise agendas and draft, edit and maintain minutes in support of the MSFC Information Systems Change Board Secretariat. Requires access to sensitive financial and IT data of other contractors. Position will also be required to Track and coordinate IT Security Actions including budget related requests and preparation, coordination of IT Security training programs. Required to track and coordinate the System Administrator Certification Program, as well as the coordination and facilitation of IT Security events. (b)(4)

**3.2.5** Perform assessments of Exploration Systems Mission Directorate's Integrated Collaborative Environment (ICE) programs/projects and identify critical areas of concern for the purpose of defining potential technical and financial problems. Cost analysis and performance assessment will be required on multiple project elements. Responsible for tracking all funding aspects of the program including, but not limited to, tracking funding received at MSFC from NASA Headquarters. Responsible for developing, executing, and monitoring budgets, long-range operating plans, phasing plans, and other resource planning activities. Proficiency with MS Office applications with an advanced knowledge of Excel is required. An understanding of government financial processes and experience with an integrated financial management system are preferred. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. (b)(4)

**3.2.6** Provide financial/budget analysis and integration for MSFC and all NASA Centers for the NASA Integrated Communications Services (NICS) contract. Requires analyzing resource requirements and recommends proper distribution of resources to project management, preparing project budget plans; reviewing financial management reports including contractors reports; preparing data for project financial reviews; reviewing and analyzing financial data for content and consistency with federal regulations; identifying and analyzing critical findings on major problems/anomalies and recommending options; maintaining active financial reports of project accounts and up-to-date status of funding in terms of authorized, commitment, obligation and cost. Requires the tracking of planned versus actual costs, verifying current cost forecasts, analyzing financial reports, ensuring adequate funds on contracts, creating Procurement Requests, mapping of all funds to the appropriate work packages, coordinating the process of the NF 533 cost data with all Centers through Excel spreadsheets, entering cost adjustments into the Contractor Cost Report (CCR) System in SAP, and working with the OCFO Accounting Operations to post cost each month, performing and monitoring monthly analysis on funding status for contract and Centers, and processing other financial data as required. An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of Excel is required. A bachelor's degree is preferred and 6-8 years of experience in the field or in a related area. (b)(4)

### **3.3 Travel**

Travel for this effort will be required on a recurring basis. Travel is cost reimbursable and funded separately from the firm-fixed-price labor price.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 000004		3. EFFECTIVE DATE 10/01/2011		4. REQUISITION/PURCHASE REQ. NO. 4200406892	
5. PROJECT NO. (If applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Office of Procurement Audrey R. McMillan audrey.r.mcmillan@nasa.gov Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Audrey R. McMillan Contracting Officer 256-961-1339 Marshall Space Flight Center AL 35812	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		(x) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE 035U7 FACILITY CODE		x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T		10B. DATED (SEE ITEM 13) 05/01/2011	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

See Schedule

Net Increase:

\$46,449.00

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Clause H.2 1852.216-80; Task Ordering Procedure (Alt 1) (OCT 1996); NFS 1852.232-77 Limitation of Funds
	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor ☐ is not, ☒ is required to sign this document and return 2 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

1. The purposes of this modification are to extend the period of performance by (7) months and provide incremental funding by the following actions;

a) Extend the period of performance from October 1, 2011 to April 30, 2012 and increase the firm fixed price value by \$1,109,637; (\$849,429 to \$1,959,066). The base period of performance for this task order is May 1, 2011 through April 30, 2012, coinciding with the basic contract NNM11AA30C;

b) Provide incremental funding in the amount of \$46,449; thereby increasing the total funding allotted to this task order from \$849,429 to \$895,878. Extend the funded through date from September 30, 2011 to October 7, 2011; and  
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) RON GENTZ PROG MGR		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Sherry K Fenn	
15B. CONTRACTOR/OFFEROR KAR LUTZ	15C. DATE SIGNED 9/26/11	16B. UNITED STATES OF AMERICA Sherry K Fenn	16C. DATE SIGNED 9/26/11

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
NNM11AA30C/NNM11AA40T/000004PAGE OF  
2 3NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>c) Update task order Clause 7, Payment and Consideration, to reflect billing periods through April 30, 2012.</p> <p>2. The following paragraph(s) has/have been modified. Slip-sheets to the task order are provided with sidebars indicating change.</p> <p>Clause 3 Period of Performance, Page 1 Clause 7 Consideration and Payment, Page 3 Clause 12 Limitation of Funds, Page 3 Entire task order is being provided as revised.</p> <p>3. Contractor's Statement of Release</p> <p>In consideration of the modification(s) agreed to herein as complete equitable adjustment for all claims arising out of or attributable to the issuance of the contract change(s) and/or contractor proposal(s) listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to said contract change(s) and/or contractor proposal(s), and for such additional obligations as may be required by this modification.</p> <p>Contract Change Identification: Task Order NNM11AA40T, Modification No. 04 against Contract NNM11AA30C. Contractor Proposal Number: ARCS Proposal dated July 27, 2011.</p> <p>4. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES:</p> <p>Reason for Modification : Supplemental Agreement for work within scope Period Of Performance End Date changed from 30-SEP-11 to 30-APR-12 Total Amount for this Modification: \$1,109,637.00 Obligated Amount for this Modification: \$46,449.00 Incremental Funded Amount changed: from \$849,429.00 to \$895,878.00 Continued ...</p>				

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000004	PAGE 3	OF 3
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NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Total Amount changed from \$849,429.00 to \$1,959,066.00</p> <p>Incrementally Funded through date changed from 09/30/2011 to 10/07/2011</p> <p>Delivery Date changed from 09/30/2011 to 04/30/2012</p> <p>ACCOUNTING AND APPROPRIATION DATA:</p> <p>PR # 4200406892</p> <p>Account code: 62IS40/6100.2520/62/FC000000/361065.07.02.01/000/2520/62/EXCX22011D/761A/1/43</p> <p>Cost Center 62IS40</p> <p>GI Account 6100.2520</p> <p>Order FC000000</p> <p>Quantity: 0</p> <p>Amount: \$43,508.00</p> <p>PR # 4200406892</p> <p>Account code: 62IS01/6100.2520/62/FC000000/585991.01.08/000/2520/62/EXPX22011D/234A/2/44</p> <p>Cost Center 62IS01</p> <p>GI Account 6100.2520</p> <p>Order FC000000</p> <p>Quantity: 0</p> <p>Amount: \$2,941.00</p> <p>FOB: Destination</p>				

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 000005		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE MSFC		7. ADMINISTERED BY (If other than Item 6) CODE MSFC	
NASA/Marshall Space Flight Center Office of Procurement Audrey R. McMillan audrey.r.mcmillan@nasa.gov Marshall Space Flight Center AL 35812		NASA/Marshall Space Flight Center Audrey R. McMillan Contracting Officer 256-961-1339 Marshall Space Flight Center AL 35812			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T	
				10B. DATED (SEE ITEM 13) 05/01/2011	
CODE 035U7		FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment. (b) By acknowledging receipt of this amendment on each copy of the offer submitted, or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Schedule  
Net Increase: \$113,875.00

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: NFS 1852.232-77 Limitation of Funds (Fixed Price Contract)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor X is not. is required to sign this document and return \_\_\_\_\_ copies to the issuing office

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)**

1. The purposes of this modification are to incorporate the following actions;

a) Provide incremental funding in the amount of \$113,875; thereby increasing the total funding allotted to this task order from \$895,878 to \$1,009,753; and

b) Extend the funded through date to October 28, 2011.

2. The following paragraph(s) has/have been modified. Slip-sheets to the task order are provided with sidebars indicating change.

Clause 12 Limitation of Funds, Page 3  
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Audrey R. McMillan	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA <i>Audrey R. McMillan</i> (Signature of Contracting Officer)	16C. DATE SIGNED 10-14-2011

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000005	PAGE	OF
		2	3

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Entire task order is being provided as revised.</p> <p>3. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES:</p> <p>Reason for Modification : Funding Only Action Obligated Amount for this Modification: \$113,875.00 New Total Obligated Amount for this Award: \$1,009,753.00 Incremental Funded Amount changed: from \$895,878.00 to \$1,009,753.00 Incrementally Funded through date changed from 10/07/2011 to 10/28/2011</p> <p>ACCOUNTING AND APPROPRIATION DATA:</p> <p>PR # 4200411588 Account code: 62RS01/6100.2520/62/FC000000/736466.01.06.08.01/00 0/2520/62/CASX12012D/361N/1/2 Cost Center 62RS01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$5,969.00</p> <p>PR # 4200411588 Account code: 62IS70/6100.2520/62/FC000000/884617.10.10.02.08/00 0/2520/62/CASX12012D/922A/2/3 Cost Center 62IS70 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$932.00</p> <p>PR # 4200411589 Account code: 62RS01/6100.2520/62/FC000000/736466.01.06.08.01/00 0/2520/62/CASX12012D/361N/1/2 Cost Center 62RS01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$92,527.00 Continued ...</p>				

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	PR # 4200411589 Account code: 62IS70/6100.2520/62/FC000000/884617.10.10.02.08/00 0/2520/62/CASX12012D/922A/2/3 Cost Center 62IS70 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$14,447.00 FOB: Destination				



**TASK ORDER NNM11AA40T**  
**BUSINESS SUPPORT SERVICES**

RS01/Office of the Chief Financial Officer (CFO)  
IS01/ Office of the Chief Information Officer (CIO)

	FFP Labor	Travel	Total TO Value
PREVIOUS	(b)(4)		
THIS MOD			
TOTAL	(b)(4)		\$1,959,066

Total Labor Obligations	Travel	Total TO Obligations
(b)(4)		
(b)(4)		
(b)(4)		\$1,009,753

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2012.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

**5. PERFORMANCE SURVEYS**

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be

reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

## 6. TECHNICAL DIRECTION

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

## 7. CONSIDERATION AND PAYMENT

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order \$0 is available for Travel.

### NNM11AA40T Payment Schedule

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	
		09/02/11	
		09/16/11	
		09/30/11	

		10/14/11	(b)(4)
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/30/12	
		Total Billing	\$1,959,066

## 8. SPECIAL ORDER REQUIREMENTS

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

## 9. ORDER CLAUSES

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

## 10. OTHER TERMS AND CONDITIONS

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

## 11. ORDER OF PRECEDENCE

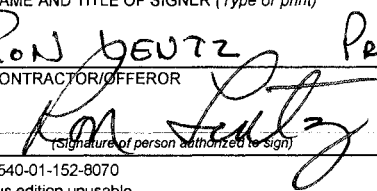
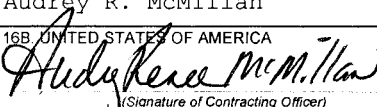
Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

## 12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT) (MAR 1989)

- (a) Of the total price for effort provided under this Task Order, the sum of **\$1,009,753** is available for payment and allotted to this Task Order.

- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.
- (c) (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through **October 28, 2011**.
- (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.
- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
- (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 4	
2. AMENDMENT/MODIFICATION NO. 000006		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE MSFC		7. ADMINISTERED BY (If other than Item 6) CODE MSFC	
NASA/Marshall Space Flight Center Office of Procurement Audrey R. McMillan audrey.r.mcmillan@nasa.gov Marshall Space Flight Center AL 35812		NASA/Marshall Space Flight Center Audrey R. McMillan Contracting Officer 256-961-1339 Marshall Space Flight Center AL 35812			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		9A. AMENDMENT OF SOLICITATION NO.  9B. DATED (SEE ITEM 11)  X 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T 10B. DATED (SEE ITEM 13) 05/01/2011			
CODE 035U7		FACILITY CODE			
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule		Net Increase: \$194,567.00			
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>					
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).				
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-1 Changes - Fixed Price (AUG 2010) Alternate I (APR 1984)				
	D. OTHER (Specify type of modification and authority)				
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>2</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)					
1. The purposes of this modification are to incorporate the following actions:					
a) Decrease the required support by (b)(4) position under PWS 3.2.1 in the amount of (b)(4) for the period of (b)(4) (b)(4);					
b) Incorporate (b)(4) for (b)(4) under PWS 3.2.5 in the amount of (b)(4) for the period of (b)(4);					
c) Incorporate travel incurred in the amount of (b)(4)					
d) As a result of (a), (b) and (c), the task order value is decreased by \$48,927; from Continued ...					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print) Ron Beutz Proc MGR		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Audrey R. McMillan			
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)		15C. DATE SIGNED 12/2/11		16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	
				16C. DATE SIGNED 12/2/11	

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000006	PAGE	OF
		2	4

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>\$1,959,066 to \$1,910,139;</p> <p>e) Provide incremental funding in the amount of \$194,567; thereby increasing the total funding allotted to this task order from \$1,009,753 to \$1,204,320; and</p> <p>f) Extend the funded through date to December 2, 2011.</p> <p>2. The following paragraph(s) has/have been modified. Slip-sheets to the task order are provided with sidebars indicating change. Entire task order is being provided as revised.</p> <p>Clause 3 Period of Performance, Page 1 Clause 7 Consideration and Payment, Page 2 Clause 12 Limitation of Funds, Page 3</p> <p>3. Contractor's Statement of Release</p> <p>In consideration of the modification(s) agreed to herein as complete equitable adjustment for all claims arising out of or attributable to the issuance of the contract change(s) and/or contractor proposal(s) listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to said contract change(s) and/or contractor proposal(s), and for such additional obligations as may be required by this modification.</p> <p>Contract Change Identification: Task Order NNM11AA41T, Modification No. 06 against Contract NNM11AA30C. Contractor Proposal Number: ARCS Proposal dated November 29, 2011.</p> <p>4. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES:</p> <p>Reason for Modification : Supplemental Agreement for work within scope Total Amount for this Modification: -\$48,927.00 Continued ...</p>				

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000006	PAGE 3	OF 4
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NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Total Amount changed from \$1,959,066.00 to \$1,910,139.00 Obligated Amount for this modification: \$194,567.00 Incremental Funded Amount changed from \$1,009,753.00 to \$1,204,320.00 Incrementally Funded through date changed to 12/02/2011</p> <p>ACCOUNTING AND APPROPRIATION DATA:</p> <p>PR # 4200417691 Account code: 62RS01/6100.2520/62/FC000000/736466.01.06.08.01/00/2520/62/CASX12012D/361N/1/2 Cost Center 62RS01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$87,000.00</p> <p>PR # 4200413448 Account code: 62SF01/6100.2520/62/FC000000/573754.09.02.08.01.0/2/000/2520/62/EXPX22012D/719V/1/2 Cost Center 62SF01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$17,450.00</p> <p>PR # 4200413448 Account code: 62SF02/6100.2520/62/FC000000/573754.09.02.08.01.0/2/000/2520/62/EXPX22012D/719V/2/3 Cost Center 62SF02 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$17,450.00</p> <p>PR # 4200413448 Account code: 62IS01/6100.2520/62/FC000000/158325.01.03.08/000/2520/62/EXPX22012D/201E/3/4 Cost Center 62IS01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$10,336.00 Continued ...</p>				

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000006	PAGE 4	OF 4
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NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	PR # 4200414175 Account code: 62IS01/6100.2520/62/FC000000/736466.07.10.08/000/2 520/62/CASX12012D/361N/1/2 Cost Center 62IS01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$62,331.00 FOB: Destination				



## TASK ORDER NNM11AA40T

### BUSINESS SUPPORT SERVICES

RS01/Office of the Chief Financial Officer (CFO)  
IS01/ Office of the Chief Information Officer (CIO)

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$1,910,139	(b)(4)		\$1,204,320

#### 1. SUPPLIES AND/OR SERVICES TO BE FURNISHED

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

#### 2. TYPE OF ORDER

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

#### 3. PERIOD OF PERFORMANCE

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2012.

#### 4. PLACE OF PERFORMANCE

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

#### 5. PERFORMANCE SURVEYS

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be

reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

**6. TECHNICAL DIRECTION**

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

**7. CONSIDERATION AND PAYMENT**

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

**NNM11AA40T Payment Schedule**

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	
		09/02/11	
		09/16/11	
		09/30/11	

		10/14/11	(b)(4)
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/30/10	
		Total Billing	<b>\$1,909,700</b>

## 8. SPECIAL ORDER REQUIREMENTS

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

## 9. ORDER CLAUSES

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

## 10. OTHER TERMS AND CONDITIONS

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

## 11. ORDER OF PRECEDENCE

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

## 12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT) (MAR 1989)

- (a) Of the total price for effort provided under this Task Order, the sum of **\$1,204,320** is available for payment and allotted to this Task Order.

- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.
- (c) (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through **December 2, 2011**.
- (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.
- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
- (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

[End of Task Order]

**Performance Work Statement  
Task Order NNM11AA40T, Business Support Services  
Contract NNM11AA30C**

**1.0 INTRODUCTION**

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in the contract, NNM11AA30C, Acquisition and Business Support Services (ABSS), and with the terms and conditions as set forth in the contract and as supplemented in this Task Order.

**2.0 PROGRAM MANAGEMENT**

The Contractor shall provide program management and control for this Task Order pursuant to PWS paragraph 2.0 of the contract. All plans and reports will be provided to the Government in accordance with the direction contained in the Data Procurement Document (DPD) 1321, Attachment J-2 to the contract, and as directed in paragraph 2.0 Program Management of the contract PWS.

**3.0 BUSINESS SUPPORT**

**3.1 RS01/Office of the Chief Financial Officer (CFO)**

The task order requires support which includes, but is not limited to, fiscal control, general ledger, cost analysis, business systems and support, and budget analysis. Provide monthly cost accruals, review NASA Form 533 financial reports for accuracy and timeliness, provide account reconciliations, participate in annual Form 1501 reviews, support the general ledger, process financial system transactions, provide cost reports to NASA Headquarters, complete monthly and yearly closing processes, update and document financial systems, support on-line travel or other systems implementations, provide travel and other system training, coordinate programming changes and prepare, analyze and distribute financial reports.

**3.1.1** Business Systems and Support requires support to maintain and control system data base and configuration; develop/configure/reconfigure processes for the Travel Manager system; develop system processes and training for MSFC. Provide maintenance support and ensure updates of CFO travel website, and developing daily operational processes/communications for MSFC. Provide financial/budget analysis and integration as required. Task includes preparation and analysis of budget and financial data; analysis and entry of financial data into automated systems; preparation of business resources and financial reports, and performing various business related services. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree in an area of specialty and 4-6 years of experience or an equivalent combination of education and experience in the field or in a related area. (b)(4)

**3.1.2** Resource/accounting support to assist in verifying and processing invoice and voucher payments, resolving discrepancies, processing Cooperative Agreements, Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) contract payments, processing monthly cost accruals, reconciling monthly accounting entries to the General Ledger, and supporting audits and special projects. Task includes, but is not limited to, provide temporary assistance to other branches of the Accounting Office, such as Funds Control. Requires experience with travel processing and federal regulations and policies, desired education is a bachelor's degree and 2-4 years of experience, or an equivalent combination of education and experience in the field or a related area. (b)(4)

**3.1.3** Support is required to perform accounting functions in support of the Michoud Assembly Facility. Analyze accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits, creating and maintaining internal accounting sheets to track and status the MAF budget, reviewing operating budgets periodically to analyze trends affecting budget requirements, initiating and obtaining approval for Funding Requests; Issuing Purchase Requests to obtain services, coordinating between NASA and tenants/users concerning reimbursements, MIPR's, payments, and SAP inputs, supporting development of MAF Integration and Operations Office PPBE after receiving inputs from MSFOC and other NASA contractors, tenants, users, and civil servants, validating the accuracy of contractors' actuals, 533 billings, variances against budgets, and inputs into SAP, preparing and presenting information to all levels of MSFC/MAF management concerning budgets, contractor inputs and user/tenant data. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area, familiarity with MAF existing contracts, tenant support, and user/tenant agreements, and the ability to accomplish a variety of complex tasks.

(b)(4)

**3.1.4** Budget Distribution and Control – requires understanding of government financial accounting and will work with SAP and Business Warehouse (BW). Assist in Purchase Requisition Support for multiple Business Offices, Procurement, Budget, and Accounting Operations Office including initiation and closing as well as required Service Request (SR) correction activities is required. Conduct the final review and funds certification for MSFC PRs on a rotational basis and assists in providing formal and informal training classes to MSFC employees on PR initiation and approval tasks. Provide guidance to MSFC personnel on PR preparation via telephone, email, or person-to-person. Prepare and distribute multiple PR metric reports, executes and analyzes weekly Johnson Space Center (JSC) Error Tracking Reports to identify PR errors and track until resolved by responsible initiators. Execute and analyze year-end reports to ensure required tasks are completed and provide testing support to Integrated Enterprise Management Program (IEMP) for new releases. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a B.S. degree in Accounting and/or equivalent experience in accounting or financial management and 4-6 years of experience in the field or in a related area is desired. (b)(4)

**3.1.5** Perform monthly, quarterly, and annual reconciliation of US Standard General Ledger (USSGL) accounts. Provide analyses of these reconciliations to provide management with pertinent information to manage Center operations. Additional tasks include, but are not limited to, creation and analysis of Center monthly financial statements, completion of various Continuous Monitoring Program (CMP) activities, correction of identified errors, provide requested information for audits, and completion of the monthly CMP Management Matrix, and property accounting. An understanding of government financial accounting and experience with SAP and Business Warehouse or similar ERP is beneficial. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. (b)(4)

**3.1.6** Perform monthly, quarterly, and annual reconciliation of US Standard General Ledger (USSGL) accounts. Provide analyses of these reconciliations to provide management with pertinent information to manage Center operations. Serve as a Subject Matter Expert (SME) for multiple USSGL and financial reporting activities. Additional tasks may include (but are not limited to) creation and analysis of Center monthly financial statements, completion of various Continuous Monitoring Program (CMP) activities, correction of identified errors, administration of Journal Voucher (JV) log, assist in coordination of and provide requested information for audits, and completion of the monthly CMP Management Matrix. An understanding of government financial accounting and experience with SAP and Business Warehouse is required. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

**3.1.7** Provide analyses of the effectiveness and efficiency of operations and provide management with pertinent information to manage and control program resources and schedules within constraints. Effectively analyze cost data including the identification of trends and forecasting budget elements needing management attention. Communicate with Level II & Level III offices including budget coordination with different NASA organizations and levels within the agency. Additional tasks include, but are not limited to, resources support to a multi-contractor environment requiring tracking all aspects of contractually related resources management; provide independent status reports and assessments; track and analyze program budgets, funding, costs, schedule and contract status and predict anticipated progress at selected points in time (such as at fiscal year or major milestones); cost analysis and performance assessment on multiple project cost elements including Labor, Travel, and Procurements. An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of SAP, BW and Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

### **3.2 IS01/Office of the Chief Information Officer (CIO)**

**3.2.1** Provide financial/budget analysis and integration as required. Task includes preparation and analysis of budget and financial data; analysis and entry of financial data into automated systems; preparation of business resources and financial reports, and performing various business related services. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area.

(b)(4)

**3.2.2** Provide analyses of the effectiveness and efficiency of operations and provide management with pertinent information to manage and control program resources and schedules within constraints. Task includes, but is not limited to, resources support to a governmental data center supporting both local and Agency workloads in a multi-contractor environment, provide independent status reports and assessments, track and analyze program budgets, funding, costs, schedule and contract status and predict anticipated progress at selected points in time (such as at fiscal year or major milestones). An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

**3.2.3** Serves as the primary business interface with the customer. Responsible for meeting contract requirements and customer objectives. Exercises independent judgment and solves administrative and managerial problems. Responsible for planning and coordinating staff, as well as managing cost, schedule and quality. Guides teams, analyzes problems and implements solutions. Desired education is a bachelor's degree in area of specialty and relevant program management experience. Has expert knowledge of NASA business concepts, practices and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. Reports to the Program Manager. Has a broad mandate for independent actions and decisions. (b)(4)

**3.2.4** Support is required by CIO to develop, write and edit materials for creation and maintenance of the MSFC/NASA IT Security Standard Operating Procedures. In addition, this position is required to draft and prepare security incident documentation, as well as, prepare precise agendas and draft, edit and maintain minutes in support of the MSFC Information Systems Change Board Secretariat. Requires access to sensitive financial and IT data of other contractors. Position will also be required to Track and coordinate IT Security Actions including budget related requests and preparation, coordination of IT Security training programs. Required to track and coordinate the System Administrator Certification Program, as well as the coordination and facilitation of IT Security events. (b)(4)



**3.2.5** Perform assessments of Exploration Systems Mission Directorate's Integrated Collaborative Environment (ICE) programs/projects and identify critical areas of concern for the purpose of defining potential technical and financial problems. Cost analysis and performance assessment will be required on multiple project elements. Responsible for tracking all funding aspects of the program including, but not limited to, tracking funding received at MSFC from NASA Headquarters. Responsible for developing, executing, and monitoring budgets, long-range operating plans, phasing plans, and other resource planning activities. Proficiency with MS Office applications with an advanced knowledge of Excel is required. An understanding of government financial processes and experience with an integrated financial management system are preferred. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. (b)(4)

**3.2.6** Provide financial/budget analysis and integration for MSFC and all NASA Centers for the NASA Integrated Communications Services (NICS) contract. Requires analyzing resource requirements and recommends proper distribution of resources to project management, preparing project budget plans; reviewing financial management reports including contractors reports; preparing data for project financial reviews; reviewing and analyzing financial data for content and consistency with federal regulations; identifying and analyzing critical findings on major problems/anomalies and recommending options; maintaining active financial reports of project accounts and up-to-date status of funding in terms of authorized, commitment, obligation and cost. Requires the tracking of planned versus actual costs, verifying current cost forecasts, analyzing financial reports, ensuring adequate funds on contracts, creating Procurement Requests, mapping of all funds to the appropriate work packages, coordinating the process of the NF 533 cost data with all Centers through Excel spreadsheets, entering cost adjustments into the Contractor Cost Report (CCR) System in SAP, and working with the OCFO Accounting Operations to post cost each month, performing and monitoring monthly analysis on funding status for contract and Centers, and processing other financial data as required. An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of Excel is required. A bachelor's degree is preferred and 6-8 years of experience in the field or in a related area. (b)(4)

### **3.3 Travel**

Travel for this effort will be required on a recurring basis. Travel is cost reimbursable and funded separately from the firm-fixed-price labor price.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE		PAGE OF PAGES 1 4		
2. AMENDMENT/MODIFICATION NO. 000007		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule		5. PROJECT NO. (If applicable)	
6. ISSUED BY NASA/Marshall Space Flight Center Office of Procurement Audrey R. McMillan audrey.r.mcmillan@nasa.gov Marshall Space Flight Center AL 35812		CODE MSFC		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Audrey R. McMillan Contracting Officer 256-961-1339 Marshall Space Flight Center AL 35812		CODE MSFC	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365				(x) 9A. AMENDMENT OF SOLICITATION NO.			
CODE 035U7 FACILITY CODE				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T			
				10B. DATED (SEE ITEM 13) 05/01/2011			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$180,672.00  
See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-1 Changes - Fixed Price (AUG 2010) Alternate I (APR 1984)
	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor ☐ is not, ☒ is required to sign this document and return 2 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

1. The purposes of this task order modification are to incorporate the following actions;

a) Delete the required support by (b)(4) position under PWS 3.2.3 in the amount of (b)(4) for the period of (b)(4);

b) Increase the required support by (b)(4) position under PWS 3.2.7 in the amount of (b)(4) for the period of (b)(4);

c) Delete the required support by (b)(4) position under Program Management in the amount of (b)(4) for the period of (b)(4)

(b)(4)

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Ron LENTZ PROG MGR		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Audrey R. McMillan	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED 12/15/11	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 12-15-2011

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
NNM11AA30C/NNM11AA40T/000007PAGE OF  
2 4NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>d) Increase the required support by (b)(4) position under Program Management in the amount of (b)(4) for the period of (b)(4)</p> <p>e) Delete the required support by (b)(4) position under Program Management in the amount of (b)(4) for the period of (b)(4)</p> <p>f) As a result of (a) through (e), the task order value is decreased by \$15,326; from \$1,910,139 to \$1,894,813;</p> <p>g) Provide incremental funding in the amount of \$180,672; thereby increasing the total funding allotted to this task order from \$1,204,320 to \$1,384,992. The funded through date is January 6, 2012; and</p> <p>h) Update task order Clause 7, Payment and Consideration, to reflect billing periods through April 30, 2012.</p> <p>2. The following paragraph(s) has/have been modified. Slip-sheets to the contract are provided with sidebars indicating change.</p> <p>Clause 7 Consideration and Payment Clause 12 Limitation of Funds</p> <p>3. Contractor's Statement of Release</p> <p>In consideration of the modification(s) agreed to herein as complete equitable adjustment for all claims arising out of or attributable to the issuance of the contract change(s) and/or contractor proposal(s) listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to said contract change(s) and/or contractor proposal(s), and for such additional obligations as may be required by this modification.</p> <p>Contract Change Identification: Task Order NNM11AA40T, Modification No. 07 against Contract NNM11AA30C. Continued ...</p>				

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000007	PAGE 3	OF 4
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NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Contractor Proposal Number: ARCS Proposal dated December 5, 2011.</p> <p>4. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES:</p> <p>Reason for Modification : Supplemental Agreement for work within scope Total Amount for this Modification: -\$15,326.00 Total Amount changed from \$1,910,139.00 to \$1,894,813.00 Obligated Amount for this Modification: \$180,672.00 Incremental Funded Amount changed: from \$1,204,320.00 to \$1,384,992.00 Incrementally Funded through date changed to 01/06/2012</p> <p>ACCOUNTING AND APPROPRIATION DATA:</p> <p>PR # 4200418570 Account code: 62SF01/6100.2520/62/FC000000/573754.09.02.08.01.0/2/000/2520/62/EXPX22012D/719V/1/2 Cost Center 62SF01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$14,805.00</p> <p>PR # 4200418570 Account code: 62SF02/6100.2520/62/FC000000/573754.09.02.08.01.0/2/000/2520/62/EXPX22012D/719V/2/3 Cost Center 62SF02 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$14,805.00</p> <p>PR # 4200418334 Account code: 62IS40/6100.2520/62/FC000000/361065.07.02.01/000/2520/62/EXCX22012D/761A/2/3 Cost Center 62IS40 GI Account 6100.2520 Continued ...</p>				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000007	PAGE	OF
		4	4

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Order FC000000 Quantity: 0 Amount: \$109,209.00  PR # 4200418334 Account code: 62IS01/6100.2520/62/FC000000/158325.01.03.08/000/2 520/62/EXPX22012D/201E/3/4 Cost Center 62IS01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$5,965.00  PR # 4200418334 Account code: 62IS01/6100.2520/62/FC000000/736466.07.10.08/000/2 520/62/CASX12012D/361N/1/2 Cost Center 62IS01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$35,888.00 FOB: Destination				

## TASK ORDER NNM11AA40T

### BUSINESS SUPPORT SERVICES

RS01/Office of the Chief Financial Officer (CFO)  
IS01/ Office of the Chief Information Officer (CIO)

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$1,894,813	(b)(4)		\$1,384,992

#### 1. SUPPLIES AND/OR SERVICES TO BE FURNISHED

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

#### 2. TYPE OF ORDER

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

#### 3. PERIOD OF PERFORMANCE

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2012.

#### 4. PLACE OF PERFORMANCE

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

#### 5. PERFORMANCE SURVEYS

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be

reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

## 6. TECHNICAL DIRECTION

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

## 7. CONSIDERATION AND PAYMENT

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

### NNM11AA40T Payment Schedule

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	
		09/02/11	
		09/16/11	
		09/30/11	

		10/14/11	(b)(4)
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/30/10	
		Total Billing	<b>\$1,894,374</b>

## 8. SPECIAL ORDER REQUIREMENTS

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

## 9. ORDER CLAUSES

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

## 10. OTHER TERMS AND CONDITIONS

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

## 11. ORDER OF PRECEDENCE

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

## 12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT) (MAR 1989)

- (a) Of the total price for effort provided under this Task Order, the sum of **\$1,384,992** is available for payment and allotted to this Task Order.



- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.
- (c) (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through **January 6, 2012.**
- (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.
- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
- (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**

**Performance Work Statement  
Task Order NNM11AA40T, Business Support Services  
Contract NNM11AA30C**

**1.0 INTRODUCTION**

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in the contract, NNM11AA30C, Acquisition and Business Support Services (ABSS), and with the terms and conditions as set forth in the contract and as supplemented in this Task Order.

**2.0 PROGRAM MANAGEMENT**

The Contractor shall provide program management and control for this Task Order pursuant to PWS paragraph 2.0 of the contract. All plans and reports will be provided to the Government in accordance with the direction contained in the Data Procurement Document (DPD) 1321, Attachment J-2 to the contract, and as directed in paragraph 2.0 Program Management of the contract PWS.

**3.0 BUSINESS SUPPORT**

**3.1 RS01/Office of the Chief Financial Officer (CFO)**

The task order requires support which includes, but is not limited to, fiscal control, general ledger, cost analysis, business systems and support, and budget analysis. Provide monthly cost accruals, review NASA Form 533 financial reports for accuracy and timeliness, provide account reconciliations, participate in annual Form 1501 reviews, support the general ledger, process financial system transactions, provide cost reports to NASA Headquarters, complete monthly and yearly closing processes, update and document financial systems, support on-line travel or other systems implementations, provide travel and other system training, coordinate programming changes and prepare, analyze and distribute financial reports.

**3.1.1** Business Systems and Support requires support to maintain and control system data base and configuration; develop/configure/reconfigure processes for the Travel Manager system; develop system processes and training for MSFC. Provide maintenance support and ensure updates of CFO travel website, and developing daily operational processes/communications for MSFC. Provide financial/budget analysis and integration as required. Task includes preparation and analysis of budget and financial data; analysis and entry of financial data into automated systems; preparation of business resources and financial reports, and performing various business related services. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree in an area of specialty and 4-6 years of experience or an equivalent combination of education and experience in the field or in a related area. (b)(4)

**3.1.2** Resource/accounting support to assist in verifying and processing invoice and voucher payments, resolving discrepancies, processing Cooperative Agreements, Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) contract payments, processing monthly cost accruals, reconciling monthly accounting entries to the General Ledger, and supporting audits and special projects. Task includes, but is not limited to, provide temporary assistance to other branches of the Accounting Office, such as Funds Control. Requires experience with travel processing and federal regulations and policies, desired education is a bachelor's degree and 2-4 years of experience, or an equivalent combination of education and experience in the field or a related area. (b)(4)

**3.1.3** Support is required to perform accounting functions in support of the Michoud Assembly Facility. Analyze accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits, creating and maintaining internal accounting sheets to track and status the MAF budget, reviewing operating budgets periodically to analyze trends affecting budget requirements, initiating and obtaining approval for Funding Requests; Issuing Purchase Requests to obtain services, coordinating between NASA and tenants/users concerning reimbursements, MIPR's, payments, and SAP inputs, supporting development of MAF Integration and Operations Office PPBE after receiving inputs from MSFOC and other NASA contractors, tenants, users, and civil servants, validating the accuracy of contractors' actuals, 533 billings, variances against budgets, and inputs into SAP, preparing and presenting information to all levels of MSFC/MAF management concerning budgets, contractor inputs and user/tenant data. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area, familiarity with MAF existing contracts, tenant support, and user/tenant agreements, and the ability to accomplish a variety of complex tasks.

(b)(4)

**3.1.4** Budget Distribution and Control – requires understanding of government financial accounting and will work with SAP and Business Warehouse (BW). Assist in Purchase Requisition Support for multiple Business Offices, Procurement, Budget, and Accounting Operations Office including initiation and closing as well as required Service Request (SR) correction activities is required. Conduct the final review and funds certification for MSFC PRs on a rotational basis and assists in providing formal and informal training classes to MSFC employees on PR initiation and approval tasks. Provide guidance to MSFC personnel on PR preparation via telephone, email, or person-to-person. Prepare and distribute multiple PR metric reports, executes and analyzes weekly Johnson Space Center (JSC) Error Tracking Reports to identify PR errors and track until resolved by responsible initiators. Execute and analyze year-end reports to ensure required tasks are completed and provide testing support to Integrated Enterprise Management Program (IEMP) for new releases. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a B.S. degree in Accounting and/or equivalent experience in accounting or financial management and 4-6 years of experience in the field or in a related area is desired. (b)(4)

**3.1.5** Perform monthly, quarterly, and annual reconciliation of US Standard General Ledger (USSGL) accounts. Provide analyses of these reconciliations to provide management with pertinent information to manage Center operations. Additional tasks include, but are not limited to, creation and analysis of Center monthly financial statements, completion of various Continuous Monitoring Program (CMP) activities, correction of identified errors, provide requested information for audits, and completion of the monthly CMP Management Matrix, and property accounting. An understanding of government financial accounting and experience with SAP and Business Warehouse or similar ERP is beneficial. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. (b)(4)

**3.1.6** Perform monthly, quarterly, and annual reconciliation of US Standard General Ledger (USSGL) accounts. Provide analyses of these reconciliations to provide management with pertinent information to manage Center operations. Serve as a Subject Matter Expert (SME) for multiple USSGL and financial reporting activities. Additional tasks may include (but are not limited to) creation and analysis of Center monthly financial statements, completion of various Continuous Monitoring Program (CMP) activities, correction of identified errors, administration of Journal Voucher (JV) log, assist in coordination of and provide requested information for audits, and completion of the monthly CMP Management Matrix. An understanding of government financial accounting and experience with SAP and Business Warehouse is required. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

**3.1.7** Provide analyses of the effectiveness and efficiency of operations and provide management with pertinent information to manage and control program resources and schedules within constraints. Effectively analyze cost data including the identification of trends and forecasting budget elements needing management attention. Communicate with Level II & Level III offices including budget coordination with different NASA organizations and levels within the agency. Additional tasks include, but are not limited to, resources support to a multi-contractor environment requiring tracking all aspects of contractually related resources management; provide independent status reports and assessments; track and analyze program budgets, funding, costs, schedule and contract status and predict anticipated progress at selected points in time (such as at fiscal year or major milestones); cost analysis and performance assessment on multiple project cost elements including Labor, Travel, and Procurements. An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of SAP, BW and Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

### **3.2 IS01/Office of the Chief Information Officer (CIO)**

**3.2.1** Provide financial/budget analysis and integration as required. Task includes preparation and analysis of budget and financial data; analysis and entry of financial data into automated systems; preparation of business resources and financial reports, and performing various business related services. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area.

(b)(4)

**3.2.2** Provide analyses of the effectiveness and efficiency of operations and provide management with pertinent information to manage and control program resources and schedules within constraints. Task includes, but is not limited to, resources support to a governmental data center supporting both local and Agency workloads in a multi-contractor environment, provide independent status reports and assessments, track and analyze program budgets, funding, costs, schedule and contract status and predict anticipated progress at selected points in time (such as at fiscal year or major milestones). An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

### **3.2.3 RESERVED**

**3.2.4** Support is required by CIO to develop, write and edit materials for creation and maintenance of the MSFC/NASA IT Security Standard Operating Procedures. In addition, this position is required to draft and prepare security incident documentation, as well as, prepare precise agendas and draft, edit and maintain minutes in support of the MSFC Information Systems Change Board Secretariat. Requires access to sensitive financial and IT data of other contractors. Position will also be required to Track and coordinate IT Security Actions including budget related requests and preparation, coordination of IT Security training programs. Required to track and coordinate the System Administrator Certification Program, as well as the coordination and facilitation of IT Security events. (b)(4)

**3.2.5** Perform assessments of Exploration Systems Mission Directorate's Integrated Collaborative Environment (ICE) programs/projects and identify critical areas of concern for the purpose of defining potential technical and financial problems. Cost analysis and performance assessment will be required on multiple project elements. Responsible for tracking all funding aspects of the program including, but not limited to, tracking funding received at MSFC from NASA Headquarters. Responsible for developing, executing, and monitoring budgets, long-range operating plans, phasing plans, and other resource planning activities. Proficiency with MS Office applications with an advanced knowledge of Excel is required. An understanding of government financial processes and experience with an integrated financial management system are

preferred. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. (b)(4)

**3.2.6** Provide financial/budget analysis and integration for MSFC and all NASA Centers for the NASA Integrated Communications Services (NICS) contract. Requires analyzing resource requirements and recommends proper distribution of resources to project management, preparing project budget plans; reviewing financial management reports including contractors reports; preparing data for project financial reviews; reviewing and analyzing financial data for content and consistency with federal regulations; identifying and analyzing critical findings on major problems/anomalies and recommending options; maintaining active financial reports of project accounts and up-to-date status of funding in terms of authorized, commitment, obligation and cost. Requires the tracking of planned versus actual costs, verifying current cost forecasts, analyzing financial reports, ensuring adequate funds on contracts, creating Procurement Requests, mapping of all funds to the appropriate work packages, coordinating the process of the NF 533 cost data with all Centers through Excel spreadsheets, entering cost adjustments into the Contractor Cost Report (CCR) System in SAP, and working with the OCFO Accounting Operations to post cost each month, performing and monitoring monthly analysis on funding status for contract and Centers, and processing other financial data as required. An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of Excel is required. A bachelor's degree is preferred and 6-8 years of experience in the field or in a related area.

(b)(4)

**3.2.7** Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. Reports to the Program Manager and works with the Program Manager and other Program Leads for multiple projects. Identifies resources required to achieve project objectives. Establishes priorities, task assignments and ensures timely completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, policies, and procedures. Desired education is a Bachelor's degree in the area of specialty and 3-5 years of relevant experience, including supervisory and project management experience. (b)(4)

### **3.3 Travel**

Travel for this effort will be required on a recurring basis. Travel is cost reimbursable and funded separately from the firm-fixed-price labor price.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 000008		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE MSFC		7. ADMINISTERED BY (If other than Item 6) CODE MSFC	
NASA/Marshall Space Flight Center Office of Procurement Audrey R. McMillan audrey.r.mcmillan@nasa.gov Marshall Space Flight Center AL 35812		NASA/Marshall Space Flight Center Audrey R. McMillan Contracting Officer 256-961-1339 Marshall Space Flight Center AL 35812			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		(x) 9A. AMENDMENT OF SOLICITATION NO.			
		9B. DATED (SEE ITEM 11)			
		x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T			
		10B. DATED (SEE ITEM 13) 05/01/2011			
CODE 035U7		FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$425,884.52  
See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) NFS 1852.232-77 Limitation of Funds (Fixed Price Contract)

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

1. The purposes of this task order modification are to incorporate the following actions;

a) Provide incremental funding in the amount of \$425,884.52, thereby increasing the total funding allotted to this task order from \$1,384,992 to \$1,810,876.52; and

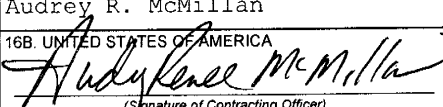
b) Extend the funded through date to March 30, 2012.

2. The following paragraph(s) has/have been modified. Slip-sheets to the task order are provided with sidebars indicating change.

Clause 12 Limitation of Funds, Page 3

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Audrey R. McMillan	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA 	16C. DATE SIGNED 1-19-2012
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
NNM11AA30C/NNM11AA40T/000008PAGE OF  
2 2NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Entire task order is being provided  3. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect.  LIST OF CHANGES:  Reason for Modification : Funding Only Action New Total Amount for this Award: \$1,894,813.00 Obligated Amount for this Modification: \$425,884.52 Incremental Funded Amount changed: from \$1,384,992.00 to \$1,810,876.52 Incrementally Funded through date changed to 03/30/2012  ACCOUNTING AND APPROPRIATION DATA:  PR # 4200421237 Account code: 62IS01/6100.2520/62/FC000000/158325.01.03.08/000/2520/62/EXPX22012D/201E/1/2 Cost Center 62IS01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$17,385.25  PR # 4200419931 Account code: 62RS01/6100.2520/62/FC000000/736466.01.06.08.01/000/2520/62/CASX12012D/361N/2/3 Cost Center 62RS01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$238,559.76  PR # 4200419931 Account code: 62IS01/6100.2520/62/FC000000/736466.07.10.08/000/2520/62/CASX12012D/361N/1/2 Cost Center 62IS01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$169,939.51 FOB: Destination				



**TASK ORDER NNM11AA40T**

**BUSINESS SUPPORT SERVICES**

RS01/Office of the Chief Financial Officer (CFO)  
IS01/ Office of the Chief Information Officer (CIO)

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$1,894,813	(b)(4)		\$1,810,876.52

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2012.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

**5. PERFORMANCE SURVEYS**

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be

reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

## 6. TECHNICAL DIRECTION

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

## 7. CONSIDERATION AND PAYMENT

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

### NNM11AA40T Payment Schedule

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	
		09/02/11	
		09/16/11	
		09/30/11	

		10/14/11	(b)(4)
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/30/12	
		Total Billing	\$1,894,374

#### 8. SPECIAL ORDER REQUIREMENTS

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

#### 9. ORDER CLAUSES

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

#### 10. OTHER TERMS AND CONDITIONS

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

#### 11. ORDER OF PRECEDENCE

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

#### 12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT) (MAR 1989)

- (a) Of the total price for effort provided under this Task Order, the sum of \$1,810,876.52 is available for payment and allotted to this Task Order.

- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.
- (c) (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through **March 30, 2012**.
- (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.
- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
- (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**

**Performance Work Statement  
Task Order NNM11AA40T, Business Support Services  
Contract NNM11AA30C**

**1.0 INTRODUCTION**

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in the contract, NNM11AA30C, Acquisition and Business Support Services (ABSS), and with the terms and conditions as set forth in the contract and as supplemented in this Task Order.

**2.0 PROGRAM MANAGEMENT**

The Contractor shall provide program management and control for this Task Order pursuant to PWS paragraph 2.0 of the contract. All plans and reports will be provided to the Government in accordance with the direction contained in the Data Procurement Document (DPD) 1321, Attachment J-2 to the contract, and as directed in paragraph 2.0 Program Management of the contract PWS.

**3.0 BUSINESS SUPPORT**

**3.1 RS01/Office of the Chief Financial Officer (CFO)**

The task order requires support which includes, but is not limited to, fiscal control, general ledger, cost analysis, business systems and support, and budget analysis. Provide monthly cost accruals, review NASA Form 533 financial reports for accuracy and timeliness, provide account reconciliations, participate in annual Form 1501 reviews, support the general ledger, process financial system transactions, provide cost reports to NASA Headquarters, complete monthly and yearly closing processes, update and document financial systems, support on-line travel or other systems implementations, provide travel and other system training, coordinate programming changes and prepare, analyze and distribute financial reports.

**3.1.1** Business Systems and Support requires support to maintain and control system data base and configuration; develop/configure/reconfigure processes for the Travel Manager system; develop system processes and training for MSFC. Provide maintenance support and ensure updates of CFO travel website, and developing daily operational processes/communications for MSFC. Provide financial/budget analysis and integration as required. Task includes preparation and analysis of budget and financial data; analysis and entry of financial data into automated systems; preparation of business resources and financial reports, and performing various business related services. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree in an area of specialty and 4-6 years of experience or an equivalent combination of education and experience in the field or in a related area. (b)(4)

**3.1.2** Resource/accounting support to assist in verifying and processing invoice and voucher payments, resolving discrepancies, processing Cooperative Agreements, Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) contract payments, processing monthly cost accruals, reconciling monthly accounting entries to the General Ledger, and supporting audits and special projects. Task includes, but is not limited to, provide temporary assistance to other branches of the Accounting Office, such as Funds Control. Requires experience with travel processing and federal regulations and policies, desired education is a bachelor's degree and 2-4 years of experience, or an equivalent combination of education and experience in the field or a related area. (b)(4)

**3.1.3** Support is required to perform accounting functions in support of the Michoud Assembly Facility. Analyze accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits, creating and maintaining internal accounting sheets to track and status the MAF budget, reviewing operating budgets periodically to analyze trends affecting budget requirements, initiating and obtaining approval for Funding Requests; Issuing Purchase Requests to obtain services, coordinating between NASA and tenants/users concerning reimbursements, MIPR's, payments, and SAP inputs, supporting development of MAF Integration and Operations Office PPBE after receiving inputs from MSFOC and other NASA contractors, tenants, users, and civil servants, validating the accuracy of contractors' actuals, 533 billings, variances against budgets, and inputs into SAP, preparing and presenting information to all levels of MSFC/MAF management concerning budgets, contractor inputs and user/tenant data. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area, familiarity with MAF existing contracts, tenant support, and user/tenant agreements, and the ability to accomplish a variety of complex tasks.

(b)(4)

**3.1.4** Budget Distribution and Control – requires understanding of government financial accounting and will work with SAP and Business Warehouse (BW). Assist in Purchase Requisition Support for multiple Business Offices, Procurement, Budget, and Accounting Operations Office including initiation and closing as well as required Service Request (SR) correction activities is required. Conduct the final review and funds certification for MSFC PRs on a rotational basis and assists in providing formal and informal training classes to MSFC employees on PR initiation and approval tasks. Provide guidance to MSFC personnel on PR preparation via telephone, email, or person-to-person. Prepare and distribute multiple PR metric reports, executes and analyzes weekly Johnson Space Center (JSC) Error Tracking Reports to identify PR errors and track until resolved by responsible initiators. Execute and analyze year-end reports to ensure required tasks are completed and provide testing support to Integrated Enterprise Management Program (IEMP) for new releases. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a B.S. degree in Accounting and/or equivalent experience in accounting or financial management and 4-6 years of experience in the field or in a related area is desired. (b)(4)

**3.1.5** Perform monthly, quarterly, and annual reconciliation of US Standard General Ledger (USSGL) accounts. Provide analyses of these reconciliations to provide management with pertinent information to manage Center operations. Additional tasks include, but are not limited to, creation and analysis of Center monthly financial statements, completion of various Continuous Monitoring Program (CMP) activities, correction of identified errors, provide requested information for audits, and completion of the monthly CMP Management Matrix, and property accounting. An understanding of government financial accounting and experience with SAP and Business Warehouse or similar ERP is beneficial. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. (b)(4)

**3.1.6** Perform monthly, quarterly, and annual reconciliation of US Standard General Ledger (USSGL) accounts. Provide analyses of these reconciliations to provide management with pertinent information to manage Center operations. Serve as a Subject Matter Expert (SME) for multiple USSGL and financial reporting activities. Additional tasks may include (but are not limited to) creation and analysis of Center monthly financial statements, completion of various Continuous Monitoring Program (CMP) activities, correction of identified errors, administration of Journal Voucher (JV) log, assist in coordination of and provide requested information for audits, and completion of the monthly CMP Management Matrix. An understanding of government financial accounting and experience with SAP and Business Warehouse is required. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

**3.1.7** Provide analyses of the effectiveness and efficiency of operations and provide management with pertinent information to manage and control program resources and schedules within constraints. Effectively analyze cost data including the identification of trends and forecasting budget elements needing management attention. Communicate with Level II & Level III offices including budget coordination with different NASA organizations and levels within the agency. Additional tasks include, but are not limited to, resources support to a multi-contractor environment requiring tracking all aspects of contractually related resources management; provide independent status reports and assessments; track and analyze program budgets, funding, costs, schedule and contract status and predict anticipated progress at selected points in time (such as at fiscal year or major milestones); cost analysis and performance assessment on multiple project cost elements including Labor, Travel, and Procurements. An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of SAP, BW and Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

### **3.2 IS01/Office of the Chief Information Officer (CIO)**

**3.2.1** Provide financial/budget analysis and integration as required. Task includes preparation and analysis of budget and financial data; analysis and entry of financial data into automated systems; preparation of business resources and financial reports, and performing various business related services. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area.

(b)(4)

**3.2.2** Provide analyses of the effectiveness and efficiency of operations and provide management with pertinent information to manage and control program resources and schedules within constraints. Task includes, but is not limited to, resources support to a governmental data center supporting both local and Agency workloads in a multi-contractor environment, provide independent status reports and assessments, track and analyze program budgets, funding, costs, schedule and contract status and predict anticipated progress at selected points in time (such as at fiscal year or major milestones). An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

#### **3.2.3 RESERVED**

**3.2.4** Support is required by CIO to develop, write and edit materials for creation and maintenance of the MSFC/NASA IT Security Standard Operating Procedures. In addition, this position is required to draft and prepare security incident documentation, as well as, prepare precise agendas and draft, edit and maintain minutes in support of the MSFC Information Systems Change Board Secretariat. Requires access to sensitive financial and IT data of other contractors. Position will also be required to Track and coordinate IT Security Actions including budget related requests and preparation, coordination of IT Security training programs. Required to track and coordinate the System Administrator Certification Program, as well as the coordination and facilitation of IT Security events. (b)(4)

**3.2.5** Perform assessments of Exploration Systems Mission Directorate's Integrated Collaborative Environment (ICE) programs/projects and identify critical areas of concern for the purpose of defining potential technical and financial problems. Cost analysis and performance assessment will be required on multiple project elements. Responsible for tracking all funding aspects of the program including, but not limited to, tracking funding received at MSFC from NASA Headquarters. Responsible for developing, executing, and monitoring budgets, long-range operating plans, phasing plans, and other resource planning activities. Proficiency with MS Office applications with an advanced knowledge of Excel is required. An understanding of government financial processes and experience with an integrated financial management system are



preferred. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. (b)(4)

**3.2.6** Provide financial/budget analysis and integration for MSFC and all NASA Centers for the NASA Integrated Communications Services (NICS) contract. Requires analyzing resource requirements and recommends proper distribution of resources to project management, preparing project budget plans; reviewing financial management reports including contractors reports; preparing data for project financial reviews; reviewing and analyzing financial data for content and consistency with federal regulations; identifying and analyzing critical findings on major problems/anomalies and recommending options; maintaining active financial reports of project accounts and up-to-date status of funding in terms of authorized, commitment, obligation and cost. Requires the tracking of planned versus actual costs, verifying current cost forecasts, analyzing financial reports, ensuring adequate funds on contracts, creating Procurement Requests, mapping of all funds to the appropriate work packages, coordinating the process of the NF 533 cost data with all Centers through Excel spreadsheets, entering cost adjustments into the Contractor Cost Report (CCR) System in SAP, and working with the OCFO Accounting Operations to post cost each month, performing and monitoring monthly analysis on funding status for contract and Centers, and processing other financial data as required. An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of Excel is required. A bachelor's degree is preferred and 6-8 years of experience in the field or in a related area. (b)(4)

**3.2.7** Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. Reports to the Program Manager and works with the Program Manager and other Program Leads for multiple projects. Identifies resources required to achieve project objectives. Establishes priorities, task assignments and ensures timely completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, policies, and procedures. Desired education is a Bachelor's degree in the area of specialty and 3-5 years of relevant experience, including supervisory and project management experience. (b)(4)

### **3.3 Travel**

Travel for this effort will be required on a recurring basis. Travel is cost reimbursable and funded separately from the firm-fixed-price labor price.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 000009		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. 4200423608	
5. PROJECT NO. (If applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Office of Procurement Audrey R. McMillan audrey.r.mcmillan@nasa.gov Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Audrey R. McMillan Contracting Officer 256-961-1339 Marshall Space Flight Center AL 35812	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE 035U7 FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T		10B. DATED (SEE ITEM 13) 05/01/2011	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Schedule Net Increase: \$64,372.00

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) NFS 1852.232-77 Limitation of Funds (Fixed Price Contract)

**E. IMPORTANT:** Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

1. The purposes of this task order modification are to incorporate the following actions;

a) Provide incremental funding in the amount of \$64,372, thereby increasing the total funding allotted to this task order from \$1,810,876.52 to \$1,875,248.52; and

b) Extend the funded through date from March 30, 2012 to April 13, 2012.

2. The following paragraph(s) has/have been modified. Slip-sheets to the task order are provided with sidebars indicating change.

Clause 12 Limitation of Funds, Page 3

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Audrey R. McMillan

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

(Signature of Contracting Officer)

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000009	PAGE 2	OF 2
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NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Entire task order is being provided</p> <p>3. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES:</p> <p>Reason for Modification: Funding Only Action Obligated Amount for this Modification: \$64,372.00 Incremental Funded Amount changed: from \$1,810,876.52 to \$1,875,248.52 Incrementally Funded through date changed from 03/30/2012 to 04/13/2012</p> <p>ACCOUNTING AND APPROPRIATION DATA:</p> <p>PR # 4200423608 Account code: 62SF01/6100.2520/62/FC000000/585777.01.10.10.02/00 0/2520/62/EXPX22012D/719V/1/2 Cost Center 62SF01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$64,372.00</p> <p>FOB: Destination</p>				

**TASK ORDER NNM11AA40T**

**BUSINESS SUPPORT SERVICES**

RS01/Office of the Chief Financial Officer (CFO)

IS01/ Office of the Chief Information Officer (CIO)

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$1,894,813	(b)(4)		\$1,875,248.52

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2012.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

**5. PERFORMANCE SURVEYS**

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be

reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

## 6. TECHNICAL DIRECTION

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

## 7. CONSIDERATION AND PAYMENT

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

### NNM11AA40T Payment Schedule

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	
		09/02/11	
		09/16/11	
		09/30/11	

		10/14/11	(b)(4)
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/30/12	
		Total Billing	\$1,894,374

## 8. SPECIAL ORDER REQUIREMENTS

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

## 9. ORDER CLAUSES

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

## 10. OTHER TERMS AND CONDITIONS

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

## 11. ORDER OF PRECEDENCE

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

## 12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT) (MAR 1989)

- (a) Of the total price for effort provided under this Task Order, the sum of \$1,875,248.52 is available for payment and allotted to this Task Order.

- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.
- (c) (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through **April 13, 2012.**
- (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.
- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
- (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**

**Performance Work Statement  
Task Order NNM11AA40T, Business Support Services  
Contract NNM11AA30C**

**1.0 INTRODUCTION**

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in the contract, NNM11AA30C, Acquisition and Business Support Services (ABSS), and with the terms and conditions as set forth in the contract and as supplemented in this Task Order.

**2.0 PROGRAM MANAGEMENT**

The Contractor shall provide program management and control for this Task Order pursuant to PWS paragraph 2.0 of the contract. All plans and reports will be provided to the Government in accordance with the direction contained in the Data Procurement Document (DPD) 1321, Attachment J-2 to the contract, and as directed in paragraph 2.0 Program Management of the contract PWS.

**3.0 BUSINESS SUPPORT**

**3.1 RS01/Office of the Chief Financial Officer (CFO)**

The task order requires support which includes, but is not limited to, fiscal control, general ledger, cost analysis, business systems and support, and budget analysis. Provide monthly cost accruals, review NASA Form 533 financial reports for accuracy and timeliness, provide account reconciliations, participate in annual Form 1501 reviews, support the general ledger, process financial system transactions, provide cost reports to NASA Headquarters, complete monthly and yearly closing processes, update and document financial systems, support on-line travel or other systems implementations, provide travel and other system training, coordinate programming changes and prepare, analyze and distribute financial reports.

**3.1.1** Business Systems and Support requires support to maintain and control system data base and configuration; develop/configure/reconfigure processes for the Travel Manager system; develop system processes and training for MSFC. Provide maintenance support and ensure updates of CFO travel website, and developing daily operational processes/communications for MSFC. Provide financial/budget analysis and integration as required. Task includes preparation and analysis of budget and financial data; analysis and entry of financial data into automated systems; preparation of business resources and financial reports, and performing various business related services. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree in an area of specialty and 4-6 years of experience or an equivalent combination of education and experience in the field or in a related area. (b)(4)



**3.1.2** Resource/accounting support to assist in verifying and processing invoice and voucher payments, resolving discrepancies, processing Cooperative Agreements, Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) contract payments, processing monthly cost accruals, reconciling monthly accounting entries to the General Ledger, and supporting audits and special projects. Task includes, but is not limited to, provide temporary assistance to other branches of the Accounting Office, such as Funds Control. Requires experience with travel processing and federal regulations and policies, desired education is a bachelor's degree and 2-4 years of experience, or an equivalent combination of education and experience in the field or a related area. (b)(4)

**3.1.3** Support is required to perform accounting functions in support of the Michoud Assembly Facility. Analyze accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits, creating and maintaining internal accounting sheets to track and status the MAF budget, reviewing operating budgets periodically to analyze trends affecting budget requirements, initiating and obtaining approval for Funding Requests; Issuing Purchase Requests to obtain services, coordinating between NASA and tenants/users concerning reimbursements, MIPR's, payments, and SAP inputs, supporting development of MAF Integration and Operations Office PPBE after receiving inputs from MSFOC and other NASA contractors, tenants, users, and civil servants, validating the accuracy of contractors' actuals, 533 billings, variances against budgets, and inputs into SAP, preparing and presenting information to all levels of MSFC/MAF management concerning budgets, contractor inputs and user/tenant data. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area, familiarity with MAF existing contracts, tenant support, and user/tenant agreements, and the ability to accomplish a variety of complex tasks.

(b)(4)

**3.1.4** Budget Distribution and Control – requires understanding of government financial accounting and will work with SAP and Business Warehouse (BW). Assist in Purchase Requisition Support for multiple Business Offices, Procurement, Budget, and Accounting Operations Office including initiation and closing as well as required Service Request (SR) correction activities is required. Conduct the final review and funds certification for MSFC PRs on a rotational basis and assists in providing formal and informal training classes to MSFC employees on PR initiation and approval tasks. Provide guidance to MSFC personnel on PR preparation via telephone, email, or person-to-person. Prepare and distribute multiple PR metric reports, executes and analyzes weekly Johnson Space Center (JSC) Error Tracking Reports to identify PR errors and track until resolved by responsible initiators. Execute and analyze year-end reports to ensure required tasks are completed and provide testing support to Integrated Enterprise Management Program (IEMP) for new releases. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a B.S. degree in Accounting and/or equivalent experience in accounting or financial management and 4-6 years of experience in the field or in a related area is desired. (b)(4)

**3.1.5** Perform monthly, quarterly, and annual reconciliation of US Standard General Ledger (USSGL) accounts. Provide analyses of these reconciliations to provide management with pertinent information to manage Center operations. Additional tasks include, but are not limited to, creation and analysis of Center monthly financial statements, completion of various Continuous Monitoring Program (CMP) activities, correction of identified errors, provide requested information for audits, and completion of the monthly CMP Management Matrix, and property accounting. An understanding of government financial accounting and experience with SAP and Business Warehouse or similar ERP is beneficial. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area is desired. (b)(4)

**3.1.6** Perform monthly, quarterly, and annual reconciliation of US Standard General Ledger (USSGL) accounts. Provide analyses of these reconciliations to provide management with pertinent information to manage Center operations. Serve as a Subject Matter Expert (SME) for multiple USSGL and financial reporting activities. Additional tasks may include (but are not limited to) creation and analysis of Center monthly financial statements, completion of various Continuous Monitoring Program (CMP) activities, correction of identified errors, administration of Journal Voucher (JV) log, assist in coordination of and provide requested information for audits, and completion of the monthly CMP Management Matrix. An understanding of government financial accounting and experience with SAP and Business Warehouse is required. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

**3.1.7** Provide analyses of the effectiveness and efficiency of operations and provide management with pertinent information to manage and control program resources and schedules within constraints. Effectively analyze cost data including the identification of trends and forecasting budget elements needing management attention. Communicate with Level II & Level III offices including budget coordination with different NASA organizations and levels within the agency. Additional tasks include, but are not limited to, resources support to a multi-contractor environment requiring tracking all aspects of contractually related resources management; provide independent status reports and assessments; track and analyze program budgets, funding, costs, schedule and contract status and predict anticipated progress at selected points in time (such as at fiscal year or major milestones); cost analysis and performance assessment on multiple project cost elements including Labor, Travel, and Procurements. An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of SAP, BW and Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

### **3.2 IS01/Office of the Chief Information Officer (CIO)**

**3.2.1** Provide financial/budget analysis and integration as required. Task includes preparation and analysis of budget and financial data; analysis and entry of financial data into automated systems; preparation of business resources and financial reports, and performing various business related services. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area.

(b)(4)

**3.2.2** Provide analyses of the effectiveness and efficiency of operations and provide management with pertinent information to manage and control program resources and schedules within constraints. Task includes, but is not limited to, resources support to a governmental data center supporting both local and Agency workloads in a multi-contractor environment, provide independent status reports and assessments, track and analyze program budgets, funding, costs, schedule and contract status and predict anticipated progress at selected points in time (such as at fiscal year or major milestones). An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area.

(b)(4)

#### **3.2.3 RESERVED**

**3.2.4** Support is required by CIO to develop, write and edit materials for creation and maintenance of the MSFC/NASA IT Security Standard Operating Procedures. In addition, this position is required to draft and prepare security incident documentation, as well as, prepare precise agendas and draft, edit and maintain minutes in support of the MSFC Information Systems Change Board Secretariat. Requires access to sensitive financial and IT data of other contractors. Position will also be required to Track and coordinate IT Security Actions including budget related requests and preparation, coordination of IT Security training programs. Required to track and coordinate the System Administrator Certification Program, as well as the coordination and facilitation of IT Security events.

(b)(4)

**3.2.5** Perform assessments of Exploration Systems Mission Directorate's Integrated Collaborative Environment (ICE) programs/projects and identify critical areas of concern for the purpose of defining potential technical and financial problems. Cost analysis and performance assessment will be required on multiple project elements. Responsible for tracking all funding aspects of the program including, but not limited to, tracking funding received at MSFC from NASA Headquarters. Responsible for developing, executing, and monitoring budgets, long-range operating plans, phasing plans, and other resource planning activities. Proficiency with MS Office applications with an advanced knowledge of Excel is required. An understanding of government financial processes and experience with an integrated financial management system are

preferred. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. (b)(4)

**3.2.6** Provide financial/budget analysis and integration for MSFC and all NASA Centers for the NASA Integrated Communications Services (NICS) contract. Requires analyzing resource requirements and recommends proper distribution of resources to project management, preparing project budget plans; reviewing financial management reports including contractors reports; preparing data for project financial reviews; reviewing and analyzing financial data for content and consistency with federal regulations; identifying and analyzing critical findings on major problems/anomalies and recommending options; maintaining active financial reports of project accounts and up-to-date status of funding in terms of authorized, commitment, obligation and cost. Requires the tracking of planned versus actual costs, verifying current cost forecasts, analyzing financial reports, ensuring adequate funds on contracts, creating Procurement Requests, mapping of all funds to the appropriate work packages, coordinating the process of the NF 533 cost data with all Centers through Excel spreadsheets, entering cost adjustments into the Contractor Cost Report (CCR) System in SAP, and working with the OCFO Accounting Operations to post cost each month, performing and monitoring monthly analysis on funding status for contract and Centers, and processing other financial data as required. An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of Excel is required. A bachelor's degree is preferred and 6-8 years of experience in the field or in a related area. (b)(4)

**3.2.7** Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. Reports to the Program Manager and works with the Program Manager and other Program Leads for multiple projects. Identifies resources required to achieve project objectives. Establishes priorities, task assignments and ensures timely completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, policies, and procedures. Desired education is a Bachelor's degree in the area of specialty and 3-5 years of relevant experience, including supervisory and project management experience. (b)(4)

### **3.3 Travel**

Travel for this effort will be required on a recurring basis. Travel is cost reimbursable and funded separately from the firm-fixed-price labor price.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1   2	
2. AMENDMENT/MODIFICATION NO. 000002		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Office of Procurement Sharon D. Crowder sharon.d.crowder@nasa.gov Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		(X) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE 035U7		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T	
				10B. DATED (SEE ITEM 13) 05/01/2011	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment, (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule					
Net Increase: \$74,082.00					
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
CHECK ONE					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority) X NFS 1852.232-77 Limitation of Funds (Fixed Price Contract)					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ 0 copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The purpose of this modification is to incorporate the following actions:					
1. Provide incremental funding in the amount of \$74,082; thereby increasing the total funding allotted to this task order from \$681,806 to \$755,888; and					
2. Extend the anticipated funded through date from March 24, 2011 through September 30, 2011.					
All terms and conditions of this task order remain unchanged and in full force and effect.					
Continued ...					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect					
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Audrey R. McMillan			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA Audrey Renee McMillan (Signature of Contracting Officer)	
(Signature of person authorized to sign)				16C. DATE SIGNED July 19 2011	
NSN 7540-01-152-8070 Previous edition unusable		STANDARD FORM 30 (REV 10-83) Prescribed by GSA FAR (48 CFR) 53.243			

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000002	PAGE 2	OF 2
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NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>LIST OF CHANGES:</p> <p>Reason for Modification : Funding Only Action  Obligated Amount for this Modification: \$74,082.00  New Total Obligated Amount for this Award:  \$755,888.00  Incremental Funded Amount changed: from  \$681,806.00 to \$755,888.00</p> <p>ACCOUNTING AND APPROPRIATION DATA:</p> <p>PR # 4200399781  Account code:  62SF01/6100.2520/62/FC000000/604746.07.03.11.08.0/  2/000/2520/62/EXPX22011D/234A/1/2  Cost Center 62SF01  GI Account 6100.2520  Order FC000000  Amount: \$74,082.00</p> <p>FOB: Destination</p>				

**TASK ORDER NNM11AA40T**

**BUSINESS SUPPORT SERVICES**

RS01/Office of the Chief Financial Officer (CFO)

IS01/ Office of the Chief Information Officer (CIO)

	FFP Labor	Travel	Total TO Value
PREVIOUS	(b)(4)		
THIS MOD			
TOTAL	(b)(4)		\$849,429

Total Labor Obligations	Travel	Total TO Obligations
(b)(4)		
(b)(4)		\$755,888

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through September 30, 2011.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

**5. PERFORMANCE SURVEYS**

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be

reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

## 6. TECHNICAL DIRECTION

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

## 7. CONSIDERATION AND PAYMENT

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order \$0 is available for Travel.

### NNM11AA40T Payment Schedule

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	
		09/02/11	
		09/16/11	
		09/30/11	



		Total Billing	\$849,429.00
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**8. SPECIAL ORDER REQUIREMENTS**

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

**9. ORDER CLAUSES**

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

**10. OTHER TERMS AND CONDITIONS**

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

**11. ORDER OF PRECEDENCE**

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

**12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)  
(MAR 1989)**

- (a) Of the total price for effort provided under this Task Order, the sum of \$755,888 is available for payment and allotted to this Task Order.
- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.
- (c)
  - (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through September 30, 2011.
  - (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the

Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.

- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
  - (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1   2	
2. AMENDMENT/MODIFICATION NO. 000003		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. 4200391178	
5. PROJECT NO. (If applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Office of Procurement Teresa Mueller, ARCS teresa.a.mueller@nasa.gov Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Audrey R. McMillan Contracting Officer 256-961-1339 Marshall Space Flight Center AL 35812	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		9A. AMENDMENT OF SOLICITATION NO. (X)		9B. DATED (SEE ITEM 11)	
CODE 035U7		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T 10B. DATED (SEE ITEM 13) 05/01/2011	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. Is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

Net Increase:

\$93,541.00

See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) NFS 1852.232-77 Limitation of Funds (Fixed Price Contract)

**E. IMPORTANT:** Contractor ☒ is not. ☐ is required to sign this document and return \_\_\_\_\_ 0 \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

The purpose of this modification is to incorporate the following actions:

1. Provide incremental funding in the amount of \$93,541; thereby increasing the total funding allotted to this task order from \$755,888 to \$849,429; and
2. Extend the anticipated funded through date from September 2, 2011 through September 30, 2011.

All terms and conditions of this task order remain unchanged and in full force and effect.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Audrey R. McMillan	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED July 25, 2011

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000003	PAGE 2	OF 2
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NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>LIST OF CHANGES:</p> <p>Reason for Modification : Funding Only Action Obligated Amount for this Modification: \$93,541.00 New Total Obligated Amount for this Award: \$849,429.00 Incremental Funded Amount changed: from \$755,888.00 to \$849,429.00 Incrementally Funded through Date changed: from 09/02/2011 to 09/30/2011</p> <p>ACCOUNTING AND APPROPRIATION DATA:</p> <p>PR # 4200391178 Account code: 62IS40/6100.2520/62/FC000000/361065.07.02.01/000/2 520/62/EXCX22011D/761A/1/2 Cost Center 62IS40 GI Account 6100.2520 Order FC000000 Amount: \$65,940.00</p> <p>PR # 4200391178 Account code: 62IS01/6100.2520/62/FC000000/986249.02.08/000/2520 /62/EXPX22011D/234A/2/3 Cost Center 62IS01 GI Account 6100.2520 Order FC000000 Amount: \$27,601.00</p> <p>FOB: Destination</p>				

<b>AMENDMENT OF SOLICITATION/MODIFICATION CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 000010		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE MSFC		7. ADMINISTERED BY (If other than Item 6) CODE MSFC	
NASA/Marshall Space Flight Center Office of Procurement Audrey R. McMillan audrey.r.mcmillan@nasa.gov Marshall Space Flight Center AL 35812		NASA/Marshall Space Flight Center Audrey R. McMillan Contracting Officer 256-961-1339 Marshall Space Flight Center AL 35812			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
CODE 035U7		FACILITY CODE		X 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T	
				10B. DATED (SEE ITEM 13) 05/01/2011	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Schedule Net Increase: \$19,857.48

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-1 Changes - Fixed Price (AUG 2010) Alternate I (APR 1984)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 2 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

1. The purposes of this task order modification are to incorporate the following actions;

a) Incorporate travel incurred in the amount of (b)(4); thereby increasing the task order value from (b)(4);

b) Provide incremental funding in the amount of \$21,773.24, de-obligate funding in the amount of \$1,915.76; thereby increasing the total funding allotted to this task order by \$19,857.48 from \$1,875,248.52 to \$1,895,106; and

c) Extend the funded through date from April 13, 2012 to April 30, 2012.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Ron Gentry Prog Mgr		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Audrey R. McMillan	
15B. CONTRACTOR/OFFEROR Ron Gentry (Signature of person authorized to sign)	15C. DATE SIGNED 3/2/12	16B. UNITED STATES OF AMERICA Audrey Renee mcmillan (Signature of Contracting Officer)	16C. DATE SIGNED 3-2-12

CONTINUATION SHEET	REFERENCE NO. OF 'MENT BEING CONTINUED NNM11AA30C/N 11AA40T/000010	PAGE OF 2 3
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NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>2. The following paragraph(s) has/have been modified. Slip-sheets to the task order are provided with sidebars indicating change.</p> <p>Clause 12 Limitation of Funds Entire task order is being provided</p> <p>3. Contractor's Statement of Release</p> <p>In consideration of the modification(s) agreed to herein as complete equitable adjustment for all claims arising out of or attributable to the issuance of the contract change(s) and/or contractor proposal(s) listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to said contract change(s) and/or contractor proposal(s), and for such additional obligations as may be required by this modification.</p> <p>Contract Change Identification: Task Order NNM11AA40T, Modification No. 10 against Contract NNM11AA30C. Contractor Proposal Number: ARCS Proposal dated February 6, 2011.</p> <p>4. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES:</p> <p>Reason for Modification : Supplemental Agreement for work within scope Total Amount for this Modification: (b)(4) New Total Amount for this Award: \$1,895,106.00 Obligated Amount for this Modification: \$19,857.48 Incremental Funded Amount changed: from \$1,875,248.52 to \$1,895,106.00 Incrementally Funded through date changed from 04/13/2012 to 04/30/2012</p> <p>ACCOUNTING AND APPROPRIATION DATA:</p> <p>PR # 4200425763 Account code: 62IS40/6100.2520/62/FC000000/361065.07.02.01/000/2 Continued ...</p>				

CONTINUATION SHEET	REFERENCE NO. OF	MENT BEING CONTINUED	PAGE	OF
	NNM11AA30C/1	11AA40T/000010	3	3

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>520/62/EXCX22012D/761A/1/2</p> <p>Cost Center 62IS40</p> <p>GI Account 6100.2520</p> <p>Order FC000000</p> <p>Quantity: 0</p> <p>Amount: (b)(4)</p> <p>PR # 4200428263</p> <p>Account code:</p> <p>62SF01/6100.2520/62/FC000000/585777.01.10.10.02/00</p> <p>0/2520/62/EXPX22012D/719V/1/2</p> <p>Cost Center 62SF01</p> <p>GI Account 6100.2520</p> <p>Order FC000000</p> <p>Quantity: 0</p> <p>Amount: \$21,480.24</p> <p>PR # 4200406892</p> <p>62IS40/6100.2520/FC000000/361065.07.02.01/000/2520</p> <p>/62/EXCX22011D/761A</p> <p>Account code changed from</p> <p>62IS40/6100.2520/62/FC000000/361065.07.02.01/000/2</p> <p>520/62/EXCX22011D/761A/1/43 to</p> <p>62IS40/6100.2520/FC000000/361065.07.02.01/000/2520</p> <p>/62/EXCX22011D/761A</p> <p>Amount changed from \$43,508.00 to \$41,592.24</p> <p>Amount: (\$1,915.76)</p> <p>Payment Terms:</p> <p>Net 30 days</p> <p>FOB: Destination</p>				

**TASK ORDER NNM11AA40T**

**BUSINESS SUPPORT SERVICES**

RS01/Office of the Chief Financial Officer (CFO)  
IS01/ Office of the Chief Information Officer (CIO)

	FFP Labor	Travel	Total TO Value
PREVIOUS	(b)(4)		
THIS MOD			
TOTAL	(b)(4)		\$1,895,106

Total Labor Obligations	Travel	Total TO Obligations
(b)(4)		
(b)(4)		\$1,895,106.00

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2012.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

**5. PERFORMANCE SURVEYS**

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be



reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

## 6. TECHNICAL DIRECTION

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

## 7. CONSIDERATION AND PAYMENT

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

### NNM11AA40T Payment Schedule

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	
		09/02/11	
		09/16/11	
		09/30/11	

		10/14/11	(b)(4)
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/30/12	
		Total Billing	\$1,894,374

**8. SPECIAL ORDER REQUIREMENTS**

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

**9. ORDER CLAUSES**

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

**10. OTHER TERMS AND CONDITIONS**

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

**11. ORDER OF PRECEDENCE**

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

**12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)  
(MAR 1989)**

- (a) Of the total price for effort provided under this Task Order, the sum of \$1,895,106 is available for payment and allotted to this Task Order.

- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.
- (c) (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through **April 30, 2012.**
- (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.
- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
- (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**

**Performance Work Statement  
Task Order NNM11AA40T, Business Support Services  
Contract NNM11AA30C**

**1.0 INTRODUCTION**

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in the contract, NNM11AA30C, Acquisition and Business Support Services (ABSS), and with the terms and conditions as set forth in the contract and as supplemented in this Task Order.

**2.0 PROGRAM MANAGEMENT**

The Contractor shall provide program management and control for this Task Order pursuant to PWS paragraph 2.0 of the contract. All plans and reports will be provided to the Government in accordance with the direction contained in the Data Procurement Document (DPD) 1321, Attachment J-2 to the contract, and as directed in paragraph 2.0 Program Management of the contract PWS.

**3.0 BUSINESS SUPPORT**

**3.1 RS01/Office of the Chief Financial Officer (CFO)**

The task order requires support which includes, but is not limited to, fiscal control, general ledger, cost analysis, business systems and support, and budget analysis. Provide monthly cost accruals, review NASA Form 533 financial reports for accuracy and timeliness, provide account reconciliations, participate in annual Form 1501 reviews, support the general ledger, process financial system transactions, provide cost reports to NASA Headquarters, complete monthly and yearly closing processes, update and document financial systems, support on-line travel or other systems implementations, provide travel and other system training, coordinate programming changes and prepare, analyze and distribute financial reports.

**3.1.1** Business Systems and Support requires support to maintain and control system data base and configuration; develop/configure/reconfigure processes for the Travel Manager system; develop system processes and training for MSFC. Provide maintenance support and ensure updates of CFO travel website, and developing daily operational processes/communications for MSFC. Provide financial/budget analysis and integration as required. Task includes preparation and analysis of budget and financial data; analysis and entry of financial data into automated systems; preparation of business resources and financial reports, and performing various business related services. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree in an area of specialty and 4-6 years of experience or an equivalent combination of education and experience in the field or in a related area. (b)(4)

**3.1.2** Resource/accounting support to assist in verifying and processing invoice and voucher payments, resolving discrepancies, processing Cooperative Agreements, Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) contract payments, processing monthly cost accruals, reconciling monthly accounting entries to the General Ledger, and supporting audits and special projects. Task includes, but is not limited to, provide temporary assistance to other branches of the Accounting Office, such as Funds Control. Requires experience with travel processing and federal regulations and policies, desired education is a bachelor's degree and 2-4 years of experience, or an equivalent combination of education and experience in the field or a related area. (b)(4)

**3.1.3** Support is required to perform accounting functions in support of the Michoud Assembly Facility. Analyze accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits, creating and maintaining internal accounting sheets to track and status the MAF budget, reviewing operating budgets periodically to analyze trends affecting budget requirements, initiating and obtaining approval for Funding Requests; Issuing Purchase Requests to obtain services, coordinating between NASA and tenants/users concerning reimbursements, MIPR's, payments, and SAP inputs, supporting development of MAF Integration and Operations Office PPBE after receiving inputs from MSFOC and other NASA contractors, tenants, users, and civil servants, validating the accuracy of contractors' actuals, 533 billings, variances against budgets, and inputs into SAP, preparing and presenting information to all levels of MSFC/MAF management concerning budgets, contractor inputs and user/tenant data. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area, familiarity with MAF existing contracts, tenant support, and user/tenant agreements, and the ability to accomplish a variety of complex tasks. (b)(4)

**3.1.4** Budget Distribution and Control – requires understanding of government financial accounting and will work with SAP and Business Warehouse (BW). Assist in Purchase Requisition Support for multiple Business Offices, Procurement, Budget, and Accounting Operations Office including initiation and closing as well as required Service Request (SR) correction activities is required. Conduct the final review and funds certification for MSFC PRs on a rotational basis and assists in providing formal and informal training classes to MSFC employees on PR initiation and approval tasks. Provide guidance to MSFC personnel on PR preparation via telephone, email, or person-to-person. Prepare and distribute multiple PR metric reports, executes and analyzes weekly Johnson Space Center (JSC) Error Tracking Reports to identify PR errors and track until resolved by responsible initiators. Execute and analyze year-end reports to ensure required tasks are completed and provide testing support to Integrated Enterprise Management Program (IEMP) for new releases. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a B.S. degree in Accounting and/or equivalent experience in accounting or financial management and 4-6 years of experience in the field or in a related area is desired. (b)(4)



**3.1.5** Perform monthly, quarterly, and annual reconciliation of US Standard General Ledger (USSGL) accounts. Provide analyses of these reconciliations to provide management with pertinent information to manage Center operations. Additional tasks include, but are not limited to, creation and analysis of Center monthly financial statements, completion of various Continuous Monitoring Program (CMP) activities, correction of identified errors, provide requested information for audits, and completion of the monthly CMP Management Matrix, and property accounting. An understanding of government financial accounting and experience with SAP and Business Warehouse or similar ERP is beneficial. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area is desired. (b)(4)

**3.1.6** Perform monthly, quarterly, and annual reconciliation of US Standard General Ledger (USSGL) accounts. Provide analyses of these reconciliations to provide management with pertinent information to manage Center operations. Serve as a Subject Matter Expert (SME) for multiple USSGL and financial reporting activities. Additional tasks may include (but are not limited to) creation and analysis of Center monthly financial statements, completion of various Continuous Monitoring Program (CMP) activities, correction of identified errors, administration of Journal Voucher (JV) log, assist in coordination of and provide requested information for audits, and completion of the monthly CMP Management Matrix. An understanding of government financial accounting and experience with SAP and Business Warehouse is required. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

**3.1.7** Provide analyses of the effectiveness and efficiency of operations and provide management with pertinent information to manage and control program resources and schedules within constraints. Effectively analyze cost data including the identification of trends and forecasting budget elements needing management attention. Communicate with Level II & Level III offices including budget coordination with different NASA organizations and levels within the agency. Additional tasks include, but are not limited to, resources support to a multi-contractor environment requiring tracking all aspects of contractually related resources management; provide independent status reports and assessments; track and analyze program budgets, funding, costs, schedule and contract status and predict anticipated progress at selected points in time (such as at fiscal year or major milestones); cost analysis and performance assessment on multiple project cost elements including Labor, Travel, and Procurements. An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of SAP, BW and Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

### **3.2 IS01/Office of the Chief Information Officer (CIO)**

**3.2.1** Provide financial/budget analysis and integration as required. Task includes preparation and analysis of budget and financial data; analysis and entry of financial data into automated systems; preparation of business resources and financial reports, and performing various business related services. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area.

(b)(4)

**3.2.2** Provide analyses of the effectiveness and efficiency of operations and provide management with pertinent information to manage and control program resources and schedules within constraints. Task includes, but is not limited to, resources support to a governmental data center supporting both local and Agency workloads in a multi-contractor environment, provide independent status reports and assessments, track and analyze program budgets, funding, costs, schedule and contract status and predict anticipated progress at selected points in time (such as at fiscal year or major milestones). An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

#### **3.2.3 RESERVED**

**3.2.4** Support is required by CIO to develop, write and edit materials for creation and maintenance of the MSFC/NASA IT Security Standard Operating Procedures. In addition, this position is required to draft and prepare security incident documentation, as well as, prepare precise agendas and draft, edit and maintain minutes in support of the MSFC Information Systems Change Board Secretariat. Requires access to sensitive financial and IT data of other contractors. Position will also be required to Track and coordinate IT Security Actions including budget related requests and preparation, coordination of IT Security training programs. Required to track and coordinate the System Administrator Certification Program, as well as the coordination and facilitation of IT Security events. (b)(4)

**3.2.5** Perform assessments of Exploration Systems Mission Directorate's Integrated Collaborative Environment (ICE) programs/projects and identify critical areas of concern for the purpose of defining potential technical and financial problems. Cost analysis and performance assessment will be required on multiple project elements. Responsible for tracking all funding aspects of the program including, but not limited to, tracking funding received at MSFC from NASA Headquarters. Responsible for developing, executing, and monitoring budgets, long-range operating plans, phasing plans, and other resource planning activities. Proficiency with MS Office applications with an advanced knowledge of Excel is required. An understanding of government financial processes and experience with an integrated financial management system are

preferred. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. (b)(4)

**3.2.6** Provide financial/budget analysis and integration for MSFC and all NASA Centers for the NASA Integrated Communications Services (NICS) contract. Requires analyzing resource requirements and recommends proper distribution of resources to project management, preparing project budget plans; reviewing financial management reports including contractors reports; preparing data for project financial reviews; reviewing and analyzing financial data for content and consistency with federal regulations; identifying and analyzing critical findings on major problems/anomalies and recommending options; maintaining active financial reports of project accounts and up-to-date status of funding in terms of authorized, commitment, obligation and cost. Requires the tracking of planned versus actual costs, verifying current cost forecasts, analyzing financial reports, ensuring adequate funds on contracts, creating Procurement Requests, mapping of all funds to the appropriate work packages, coordinating the process of the NF 533 cost data with all Centers through Excel spreadsheets, entering cost adjustments into the Contractor Cost Report (CCR) System in SAP, and working with the OCFO Accounting Operations to post cost each month, performing and monitoring monthly analysis on funding status for contract and Centers, and processing other financial data as required. An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of Excel is required. A bachelor's degree is preferred and 6-8 years of experience in the field or in a related area. (b)(4)

**3.2.7** Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. Reports to the Program Manager and works with the Program Manager and other Program Leads for multiple projects. Identifies resources required to achieve project objectives. Establishes priorities, task assignments and ensures timely completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, policies, and procedures. Desired education is a Bachelor's degree in the area of specialty and 3-5 years of relevant experience, including supervisory and project management experience. (b)(4)

### **3.3 Travel**

Travel for this effort will be required on a recurring basis. Travel is cost reimbursable and funded separately from the firm-fixed-price labor price.



<b>AMENDMENT OF SOLICITATION/MODIFICATION</b>		<b>CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES	
						1 3	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
000011		05/01/2012		4200432174			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
NASA/Marshall Space Flight Center		MSFC		NASA/Marshall Space Flight Center		MSFC	
Office of Procurement				Audrey R. McMillan			
Audrey R. McMillan				Contracting Officer			
audrey.r.mcmillan@nasa.gov				256-961-1339			
Marshall Space Flight Center AL 35812				Marshall Space Flight Center AL 35812			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x) 9A. AMENDMENT OF SOLICITATION NO.			
AL RAZAQ COMPUTING SERVICES							
6001 SAVOY DR STE 505				9B. DATED (SEE ITEM 11)			
HOUSTON TX 77036-3365							
				X 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				NNM11AA30C			
				NNM11AA40T			
				10B. DATED (SEE ITEM 13)			
				05/01/2011			
CODE 035U7		FACILITY CODE					

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$703,653.00  
 See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)
	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor ☐ is not. ☒ is required to sign this document and return 2 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

1. The purposes of this modification are to incorporate the following actions:

a) Exercise Contract Option 1 (Yr 2) from May 1, 2012 through April 30, 2013 in the amount of \$1,806,582; thereby increasing the total task order value from \$1,895,106 to \$3,701,688;

b) Provide incremental funding in the amount of \$703,653; thereby increasing the total funding allotted to this task order from \$1,895,106 to \$2,598,759;

c) Revise the funded through date from April 30, 2012 to September 14, 2012; and

d) Update task order Clause 7, Payment and Consideration, to reflect billing periods  
 Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
Ron Lentz PROG Mgr		Sherry K Fenn	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
Ron Lentz (Signature of person authorized to sign)	4/24/12	Sherry K. Fenn (Signature of Contracting Officer)	4/24/12

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
NNM11AA30C/M 1AA40T/000011PAGE OF  
2 3NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>through April 30, 2013.</p> <p>2. The following paragraph(s) has/have been modified. Slip-sheets to the task order are provided with sidebars indication change.</p> <p>Clause 3 Period of Performance Clause 7 Consideration and Payment Clause 12 Limitation of Funds Entire Task Order is being provided</p> <p>3. Contractor's Statement of Release</p> <p>In consideration of the modification(s) agreed to herein as complete equitable adjustment for all claims arising out of or attributable to the issuance of the contract change(s) and/or contractor proposal(s) listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to said contract change(s) and/or contractor proposal(s), and for such additional obligations as may be required by this modification.</p> <p>Contract Change Identification: Task Order NNM11AA40T, Modification No. 11 against Contract NNM11AA30C.</p> <p>Contractor Proposal Number: ARCS Proposal dated April 2, 2012.</p> <p>4. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES:</p> <p>Reason for Modification : Exercise an Option Period Of Performance End Date changed from 30-APR-12 to 30-APR-13 New Total Amount for this Version: \$1,806,582.00 New Total Amount for this Award: \$3,701,688.00 Obligated Amount for this Modification: \$703,653.00 Incremental Funded Amount changed: from \$1,895,106.00 to \$2,598,759.00 Payment Terms: Continued ...</p>				

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

NNM11AA30C/1 1AA40T/000011

PAGE OF

3 3

NAME OF OFFEROR OR CONTRACTOR

AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
002	Net 30 days FOB: Destination  Option 1 (CY 2) Incrementally Funded Amount: \$703,653.00  Accounting Info: 62RS01/6100.2520/FC000000/736466.01.06.08.01/000/2 520/62/CASX12012D/361N Cost Center: 62RS01 GI Account: 6100.2520 Order: FC000000 WBS Element1: 736466.01.06.08.01 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: CASX12012D Functional Area: 361N Funded: \$310,000.00 Accounting Info: 62SF02/6100.2520/FC000000/585777.01.10.10.02/000/2 520/62/EXPX22012D/719V Cost Center: 62SF02 GI Account: 6100.2520 Order: FC000000 WBS Element1: 585777.01.10.10.02 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: EXPX22012D Functional Area: 719V Funded: \$65,741.00 Accounting Info: 62IS01/6100.2520/FC000000/736466.07.10.08/000/2520 /62/CASX12012D/361N Cost Center: 62IS01 GI Account: 6100.2520 Order: FC000000 WBS Element1: 736466.07.10.08 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: CASX12012D Functional Area: 361N Funded: \$196,970.00 Accounting Info: 62IS40/6100.2520/FC000000/361065.07.02.01/000/2520 /62/EXCX22012D/761A Cost Center: 62IS40 GI Account: 6100.2520 Order: FC000000 WBS Element1: 361065.07.02.01 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: EXCX22012D Functional Area: 761A Funded: \$130,942.00				1,806,582.00

**TASK ORDER NNM11AA40T  
BUSINESS SUPPORT SERVICES**

RS01/Office of the Chief Financial Officer (CFO)  
IS01/ Office of the Chief Information Officer (CIO)  
SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control  
SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$3,701,688	(b)(4)		\$2,598,759

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through **April 30, 2013.**

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

## 5. PERFORMANCE SURVEYS

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

## 6. TECHNICAL DIRECTION

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

## 7. CONSIDERATION AND PAYMENT

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

**NNM11AA40T Payment Schedule**

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	

		09/02/11	(b)(4)
		09/16/11	
		09/30/11	
		10/14/11	
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		<b>04/27/12</b>	
		<b>05/11/12</b>	
		<b>05/25/12</b>	
		<b>06/08/12</b>	
		<b>06/22/12</b>	
		<b>07/06/12</b>	
		<b>07/20/12</b>	
		<b>08/03/12</b>	
		<b>08/17/12</b>	
		<b>08/31/12</b>	
		<b>09/14/12</b>	
		<b>09/28/12</b>	
		<b>10/12/12</b>	
		<b>10/26/12</b>	
		<b>11/09/12</b>	
		<b>11/23/12</b>	
		<b>12/07/12</b>	
		<b>12/21/12</b>	
		<b>01/04/13</b>	
		<b>01/18/13</b>	
		<b>02/01/13</b>	
		<b>02/15/13</b>	

		<b>03/01/13</b>	(b)(4)
		<b>03/15/13</b>	
		<b>03/29/13</b>	
		<b>04/12/13</b>	
		<b>04/30/13</b>	
		<b>Total Billing</b>	<b>\$3,700,956</b>

**8. SPECIAL ORDER REQUIREMENTS**

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

**9. ORDER CLAUSES**

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

**10. OTHER TERMS AND CONDITIONS**

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

**11. ORDER OF PRECEDENCE**

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

**12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)  
(MAR 1989)**

(a) Of the total price for effort provided under this Task Order, the sum of **\$2,598,759** is available for payment and allotted to this Task Order.

(b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more



than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.

- (c) (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through **September 14, 2012.**
- (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.
- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
- (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**



**Performance Work Statement  
Task Order NNM11AA40T, Business Support Services  
Contract NNM11AA30C**

**1.0 INTRODUCTION**

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in the contract, NNM11AA30C, Acquisition and Business Support Services (ABSS), and with the terms and conditions as set forth in the contract and as supplemented in this Task Order.

**2.0 PROGRAM MANAGEMENT**

The Contractor shall provide program management and control for this Task Order pursuant to PWS paragraph 2.0 of the contract. All plans and reports will be provided to the Government in accordance with the direction contained in the Data Procurement Document (DPD) 1321, Attachment J-2 to the contract, and as directed in paragraph 2.0 Program Management of the contract PWS.

**3.0 BUSINESS SUPPORT**

**3.1 RS01/Office of the Chief Financial Officer (CFO)**

The task order requires support which includes, but is not limited to, fiscal control, general ledger, cost analysis, business systems and support, and budget analysis. Provide monthly cost accruals, review NASA Form 533 financial reports for accuracy and timeliness, provide account reconciliations, participate in annual Form 1501 reviews, support the general ledger, process financial system transactions, provide cost reports to NASA Headquarters, complete monthly and yearly closing processes, update and document financial systems, support on-line travel or other systems implementations, provide travel and other system training, coordinate programming changes and prepare, analyze and distribute financial reports.

**3.1.1** Business Systems and Support requires support to maintain and control system data base and configuration; develop/configure/reconfigure processes for the Travel Manager system; develop system processes and training for MSFC. Provide maintenance support and ensure updates of CFO travel website, and developing daily operational processes/communications for MSFC. Provide financial/budget analysis and integration as required. Task includes preparation and analysis of budget and financial data; analysis and entry of financial data into automated systems; preparation of business resources and financial reports, and performing various business related services. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree in an area of specialty and 4-6 years of experience or an equivalent combination of education and experience in the field or in a related area. (b)(4)

**3.1.2** Resource/accounting support to assist in verifying and processing invoice and voucher payments, resolving discrepancies, processing Cooperative Agreements, Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) contract payments, processing monthly cost accruals, reconciling monthly accounting entries to the General Ledger, and supporting audits and special projects. Task includes, but is not limited to, provide temporary assistance to other branches of the Accounting Office, such as Funds Control. Requires experience with travel processing and federal regulations and policies, desired education is a bachelor's degree and 2-4 years of experience, or an equivalent combination of education and experience in the field or a related area. (b)(4)

### **3.1.3 RESERVED**

**3.1.4** Budget Distribution and Control – requires understanding of government financial accounting and will work with SAP and Business Warehouse (BW). Assist in Purchase Requisition Support for multiple Business Offices, Procurement, Budget, and Accounting Operations Office including initiation and closing as well as required Service Request (SR) correction activities is required. Conduct the final review and funds certification for MSFC PRs on a rotational basis and assists in providing formal and informal training classes to MSFC employees on PR initiation and approval tasks. Provide guidance to MSFC personnel on PR preparation via telephone, email, or person-to-person. Prepare and distribute multiple PR metric reports, executes and analyzes weekly Johnson Space Center (JSC) Error Tracking Reports to identify PR errors and track until resolved by responsible initiators. Execute and analyze year-end reports to ensure required tasks are completed and provide testing support to Integrated Enterprise Management Program (IEMP) for new releases. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a B.S. degree in Accounting and/or equivalent experience in accounting or financial management and 4-6 years of experience in the field or in a related area is desired. (b)(4)

**3.1.5** Perform monthly, quarterly, and annual reconciliation of US Standard General Ledger (USSGL) accounts. Provide analyses of these reconciliations to provide management with pertinent information to manage Center operations. Additional tasks include, but are not limited to, creation and analysis of Center monthly financial statements, completion of various Continuous Monitoring Program (CMP) activities, correction of identified errors, provide requested information for audits, and completion of the monthly CMP Management Matrix, and property accounting. An understanding of government financial accounting and experience with SAP and Business Warehouse or similar ERP is beneficial. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area is desired. (b)(4)

**3.1.6** Perform monthly, quarterly, and annual reconciliation of US Standard General Ledger (USSGL) accounts. Provide analyses of these reconciliations to provide management with pertinent information to manage Center operations. Serve as a Subject Matter Expert (SME) for multiple USSGL and financial reporting activities. Additional

tasks may include (but are not limited to) creation and analysis of Center monthly financial statements, completion of various Continuous Monitoring Program (CMP) activities, correction of identified errors, administration of Journal Voucher (JV) log, assist in coordination of and provide requested information for audits, and completion of the monthly CMP Management Matrix. An understanding of government financial accounting and experience with SAP and Business Warehouse is required. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

### **3.1.7 RESERVED**

## **3.2 IS01/Office of the Chief Information Officer (CIO)**

**3.2.1** Provide financial/budget analysis and integration as required. Task includes preparation and analysis of budget and financial data; analysis and entry of financial data into automated systems; preparation of business resources and financial reports, and performing various business related services. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. (b)(4)  
(b)(4)

**3.2.2** Provide analyses of the effectiveness and efficiency of operations and provide management with pertinent information to manage and control program resources and schedules within constraints. Task includes, but is not limited to, resources support to a governmental data center supporting both local and Agency workloads in a multi-contractor environment, provide independent status reports and assessments, track and analyze program budgets, funding, costs, schedule and contract status and predict anticipated progress at selected points in time (such as at fiscal year or major milestones). An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

### **3.2.3 RESERVED**

**3.2.4** Support is required by CIO to develop, write and edit materials for creation and maintenance of the MSFC/NASA IT Security Standard Operating Procedures. In addition, this position is required to draft and prepare security incident documentation, as well as, prepare precise agendas and draft, edit and maintain minutes in support of the MSFC Information Systems Change Board Secretariat. Requires access to sensitive financial and IT data of other contractors. Position will also be required to Track and coordinate IT Security Actions including budget related requests and preparation, coordination of IT Security training programs. Required to track and coordinate the System Administrator Certification Program, as well as the coordination and facilitation of IT Security events. (b)(4)

**3.2.5** Perform assessments of Exploration Systems Mission Directorate's Integrated Collaborative Environment (ICE) programs/projects and identify critical areas of concern for the purpose of defining potential technical and financial problems. Cost analysis and performance assessment will be required on multiple project elements. Responsible for tracking all funding aspects of the program including, but not limited to, tracking funding received at MSFC from NASA Headquarters. Responsible for developing, executing, and monitoring budgets, long-range operating plans, phasing plans, and other resource planning activities. Proficiency with MS Office applications with an advanced knowledge of Excel is required. An understanding of government financial processes and experience with an integrated financial management system are preferred. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. (b)(4)

**3.2.6** Provide financial/budget analysis and integration for MSFC and all NASA Centers for the NASA Integrated Communications Services (NICS) contract. Requires analyzing resource requirements and recommends proper distribution of resources to project management, preparing project budget plans; reviewing financial management reports including contractors reports; preparing data for project financial reviews; reviewing and analyzing financial data for content and consistency with federal regulations; identifying and analyzing critical findings on major problems/anomalies and recommending options; maintaining active financial reports of project accounts and up-to-date status of funding in terms of authorized, commitment, obligation and cost. Requires the tracking of planned versus actual costs, verifying current cost forecasts, analyzing financial reports, ensuring adequate funds on contracts, creating Procurement Requests, mapping of all funds to the appropriate work packages, coordinating the process of the NF 533 cost data with all Centers through Excel spreadsheets, entering cost adjustments into the Contractor Cost Report (CCR) System in SAP, and working with the OCFO Accounting Operations to post cost each month, performing and monitoring monthly analysis on funding status for contract and Centers, and processing other financial data as required. An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of Excel is required. A bachelor's degree is preferred and 6-8 years of experience in the field or in a related area.

(b)(4)

**3.2.7** Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. Reports to the Program Manager and works with the Program Manager and other Program Leads for multiple projects. Identifies resources required to achieve project objectives. Establishes priorities, task assignments and ensures timely completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, policies, and procedures. Desired education is a Bachelor's degree in the area of



specialty and 3-5 years of relevant experience, including supervisory and project management experience. (b)(4)

### **3.3 Travel**

Travel for this effort will be required on a recurring basis. Travel is cost reimbursable and funded separately from the firm-fixed-price labor price.

### **3.4 SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control**

**3.4.1** Provide analyses of the effectiveness and efficiency of operations and provide management with pertinent information to manage and control program resources and schedules within constraints. Effectively analyze cost data including the identification of trends and forecasting budget elements needing management attention. Communicate with Level II & Level III offices including budget coordination with different NASA organizations and levels within the agency. Additional tasks include, but are not limited to, resources support to a multi-contractor environment requiring tracking all aspects of contractually related resources management; provide independent status reports and assessments; track and analyze program budgets, funding, costs, schedule and contract status and predict anticipated progress at selected points in time (such as at fiscal year or major milestones); cost analysis and performance assessment on multiple project cost elements including Labor, Travel, and Procurements. An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of SAP, BW and Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

### **3.5 SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support**

**3.5.1** Support is required to perform accounting functions in support of the Michoud Assembly Facility. Analyze accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits, creating and maintaining internal accounting sheets to track and status the MAF budget, reviewing operating budgets periodically to analyze trends affecting budget requirements, initiating and obtaining approval for Funding Requests; Issuing Purchase Requests to obtain services, coordinating between NASA and tenants/users concerning reimbursements, MIPR's, payments, and SAP inputs, supporting development of MAF Integration and Operations Office PPBE after receiving inputs from MSFOC and other NASA contractors, tenants, users, and civil servants, validating the accuracy of contractors' actuals, 533 billings, variances against budgets, and inputs into SAP, preparing and presenting information to all levels of MSFC/MAF management concerning budgets, contractor inputs and user/tenant data. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in

the field or in a related area, familiarity with MAF existing contracts, tenant support, and user/tenant agreements, and the ability to accomplish a variety of complex tasks. (b)(4)

(b)(4)

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 000012		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE MSFC		7. ADMINISTERED BY (If other than Item 6) CODE MSFC	
NASA/Marshall Space Flight Center Office of Procurement Audrey R. McMillan audrey.r.mcmillan@nasa.gov Marshall Space Flight Center AL 35812		NASA/Marshall Space Flight Center Audrey R. McMillan Contracting Officer 256-961-1339 Marshall Space Flight Center AL 35812			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		(x) 9A. AMENDMENT OF SOLICITATION NO.  9B. DATED (SEE ITEM 11)  x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T 10B. DATED (SEE ITEM 13) 05/01/2011			
CODE 035U7		FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Schedule Net Increase: \$48,489.00

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-1 Changes - Fixed Price (AUG 2010) Alternate I (APR 1984)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 2 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

1. The purposes of this modification are to incorporate the following actions:

a) Delete required support by (b)(4) under PWS 3.2.5 in the amount of (b)(4) for the period of (b)(4);

b) Increase required support by (b)(4) under PWS 3.2.5 in the amount of (b)(4) for the period of (b)(4);

c) Incorporate travel incurred in the amount of (b)(4);

d) As a result of (a) through (c), the task order value is increased by \$50,413; from Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Ron Dentz Prog MGR		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Audrey R. McMillan	
15B. CONTRACTOR/OFFEROR Ron Dentz (Signature of person authorized to sign)	15C. DATE SIGNED 5/8/12	16B. UNITED STATES OF AMERICA Audrey R. McMillan (Signature of Contracting Officer)	16C. DATE SIGNED 5-9-2012

CONTINUATION SHEET	REFERENCE NO. OF L.      MENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000012	PAGE    OF 2        3
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NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>\$3,701,688 to \$3,752,101;</p> <p>e) Provide incremental funding in the amount of \$48,489; thereby increasing the total funding allotted to this task order from \$2,598,759 to \$2,647,248;</p> <p>f) Funded through date remains September 14, 2012; and</p> <p>g) Update task order Clause 7, Payment and Consideration, to reflect billing periods through April 30, 2013.</p> <p>2. The following paragraph(s) has/have been modified. Slip-sheets to the task order are provided with sidebars indication change.</p> <p>    Clause 7 Consideration and Payment     Clause 12 Limitation of Funds     Entire Task Order is being provided</p> <p>3. Contractor's Statement of Release</p> <p>In consideration of the modification(s) agreed to herein as complete equitable adjustment for all claims arising out of or attributable to the issuance of the contract change(s) and/or contractor proposal(s) listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to said contract change(s) and/or contractor proposal(s), and for such additional obligations as may be required by this modification.</p> <p>Contract Change Identification: Task Order NNM11AA40T, Modification No. 12 against Contract NNM11AA30C.</p> <p>Contractor Proposal Number: ARCS Proposal dated May 3, 2012.</p> <p>4. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES: Continued ...</p>				



<b>CONTINUATION SHEET</b>	REFERENCE NO. OF _____,MENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000012	PAGE 3 OF 3
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NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Reason for Modification : Supplemental Agreement for work within scope Total Amount for this Modification: (b)(4) New Total Amount for this Award: \$3,752,101.00 Obligated Amount for this Modification: \$48,489.00 Incremental Funded Amount changed: from \$2,598,759.00 to \$2,647,248.00</p> <p>ACCOUNTING AND APPROPRIATION DATA:</p> <p>PR # 4200435670 Account code: 62SF01/6100.2520/62/FC000000/585777.01.10.10.02/00 0/2520/62/EXPX22012D/719V/1/2 Cost Center 62SF01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: (b)(4)</p> <p>PR # 4200434663 Account code: 62IS01/6100.2520/62/FC000000/736466.07.10.08/000/2 520/62/CASX12012D/361N/1/2 Cost Center 62IS01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$24,000.00</p> <p>PR # 4200434663 Account code: 62IS70/6100.2520/62/FC000000/884160.01.50.02.08/00 0/2520/62/CASX12012D/922A/2/3 Cost Center 62IS70 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$24,000.00 Payment Terms: Net 30 days FOB: Destination</p>				

**TASK ORDER NNM11AA40T  
BUSINESS SUPPORT SERVICES**

RS01/Office of the Chief Financial Officer (CFO)  
IS01/ Office of the Chief Information Officer (CIO)  
SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control  
SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$3,752,101	(b)(4)		\$2,647,248

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through **April 30, 2013.**

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

## 5. PERFORMANCE SURVEYS

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

## 6. TECHNICAL DIRECTION

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

## 7. CONSIDERATION AND PAYMENT

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

**NNM11AA40T Payment Schedule**

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	

		09/02/11	(b)(4)
		09/16/11	
		09/30/11	
		10/14/11	
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/27/12	
		05/11/12	
		05/25/12	
		06/08/12	
		06/22/12	
		07/06/12	
		07/20/12	
		08/03/12	
		08/17/12	
		08/31/12	
		09/14/12	
		09/28/12	
		10/12/12	
		10/26/12	
		11/09/12	
		11/23/12	
		12/07/12	
		12/21/12	
		01/04/13	
		01/18/13	
		02/01/13	
		02/15/13	

		03/01/13	(b)(4)
		03/15/13	
		03/29/13	
		04/12/13	
		04/30/13	
		Total Billing	\$3,750,880

**8. SPECIAL ORDER REQUIREMENTS**

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

**9. ORDER CLAUSES**

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

**10. OTHER TERMS AND CONDITIONS**

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

**11. ORDER OF PRECEDENCE**

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

**12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)  
(MAR 1989)**

(a) Of the total price for effort provided under this Task Order, the sum of \$2,647,248 is available for payment and allotted to this Task Order.

(b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more

than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.

- (c) (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through **September 14, 2012**.
- (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.
- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
- (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**

**Performance Work Statement  
Task Order NNM11AA40T, Business Support Services  
Contract NNM11AA30C**

## **1.0 INTRODUCTION**

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in the contract, NNM11AA30C, Acquisition and Business Support Services (ABSS), and with the terms and conditions as set forth in the contract and as supplemented in this Task Order.

## **2.0 PROGRAM MANAGEMENT**

The Contractor shall provide program management and control for this Task Order pursuant to PWS paragraph 2.0 of the contract. All plans and reports will be provided to the Government in accordance with the direction contained in the Data Procurement Document (DPD) 1321, Attachment J-2 to the contract, and as directed in paragraph 2.0 Program Management of the contract PWS.

## **3.0 BUSINESS SUPPORT**

### **3.1 RS01/Office of the Chief Financial Officer (CFO)**

The task order requires support which includes, but is not limited to, fiscal control, general ledger, cost analysis, business systems and support, and budget analysis. Provide monthly cost accruals, review NASA Form 533 financial reports for accuracy and timeliness, provide account reconciliations, participate in annual Form 1501 reviews, support the general ledger, process financial system transactions, provide cost reports to NASA Headquarters, complete monthly and yearly closing processes, update and document financial systems, support on-line travel or other systems implementations, provide travel and other system training, coordinate programming changes and prepare, analyze and distribute financial reports.

**3.1.1** Business Systems and Support requires support to maintain and control system data base and configuration; develop/configure/reconfigure processes for the Travel Manager system; develop system processes and training for MSFC. Provide maintenance support and ensure updates of CFO travel website, and developing daily operational processes/communications for MSFC. Provide financial/budget analysis and integration as required. Task includes preparation and analysis of budget and financial data; analysis and entry of financial data into automated systems; preparation of business resources and financial reports, and performing various business related services. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree in an area of specialty and 4-6 years of experience or an equivalent combination of education and experience in the field or in a related area. (b)(4)



**3.1.2** Resource/accounting support to assist in verifying and processing invoice and voucher payments, resolving discrepancies, processing Cooperative Agreements, Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) contract payments, processing monthly cost accruals, reconciling monthly accounting entries to the General Ledger, and supporting audits and special projects. Task includes, but is not limited to, provide temporary assistance to other branches of the Accounting Office, such as Funds Control. Requires experience with travel processing and federal regulations and policies, desired education is a bachelor's degree and 2-4 years of experience, or an equivalent combination of education and experience in the field or a related area. (b)(4)

### **3.1.3 RESERVED**

**3.1.4** Budget Distribution and Control – requires understanding of government financial accounting and will work with SAP and Business Warehouse (BW). Assist in Purchase Requisition Support for multiple Business Offices, Procurement, Budget, and Accounting Operations Office including initiation and closing as well as required Service Request (SR) correction activities is required. Conduct the final review and funds certification for MSFC PRs on a rotational basis and assists in providing formal and informal training classes to MSFC employees on PR initiation and approval tasks. Provide guidance to MSFC personnel on PR preparation via telephone, email, or person-to-person. Prepare and distribute multiple PR metric reports, executes and analyzes weekly Johnson Space Center (JSC) Error Tracking Reports to identify PR errors and track until resolved by responsible initiators. Execute and analyze year-end reports to ensure required tasks are completed and provide testing support to Integrated Enterprise Management Program (IEMP) for new releases. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a B.S. degree in Accounting and/or equivalent experience in accounting or financial management and 4-6 years of experience in the field or in a related area is desired. (b)(4)

**3.1.5** Perform monthly, quarterly, and annual reconciliation of US Standard General Ledger (USSGL) accounts. Provide analyses of these reconciliations to provide management with pertinent information to manage Center operations. Additional tasks include, but are not limited to, creation and analysis of Center monthly financial statements, completion of various Continuous Monitoring Program (CMP) activities, correction of identified errors, provide requested information for audits, and completion of the monthly CMP Management Matrix, and property accounting. An understanding of government financial accounting and experience with SAP and Business Warehouse or similar ERP is beneficial. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area is desired. (b)(4)

**3.1.6** Perform monthly, quarterly, and annual reconciliation of US Standard General Ledger (USSGL) accounts. Provide analyses of these reconciliations to provide management with pertinent information to manage Center operations. Serve as a Subject Matter Expert (SME) for multiple USSGL and financial reporting activities. Additional



tasks may include (but are not limited to) creation and analysis of Center monthly financial statements, completion of various Continuous Monitoring Program (CMP) activities, correction of identified errors, administration of Journal Voucher (JV) log, assist in coordination of and provide requested information for audits, and completion of the monthly CMP Management Matrix. An understanding of government financial accounting and experience with SAP and Business Warehouse is required. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

### **3.1.7 RESERVED**

## **3.2 IS01/Office of the Chief Information Officer (CIO)**

**3.2.1** Provide financial/budget analysis and integration as required. Task includes preparation and analysis of budget and financial data; analysis and entry of financial data into automated systems; preparation of business resources and financial reports, and performing various business related services. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. (b)(4)

**3.2.2** Provide analyses of the effectiveness and efficiency of operations and provide management with pertinent information to manage and control program resources and schedules within constraints. Task includes, but is not limited to, resources support to a governmental data center supporting both local and Agency workloads in a multi-contractor environment, provide independent status reports and assessments, track and analyze program budgets, funding, costs, schedule and contract status and predict anticipated progress at selected points in time (such as at fiscal year or major milestones). An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

### **3.2.3 RESERVED**

**3.2.4** Support is required by CIO to develop, write and edit materials for creation and maintenance of the MSFC/NASA IT Security Standard Operating Procedures. In addition, this position is required to draft and prepare security incident documentation, as well as, prepare precise agendas and draft, edit and maintain minutes in support of the MSFC Information Systems Change Board Secretariat. Requires access to sensitive financial and IT data of other contractors. Position will also be required to Track and coordinate IT Security Actions including budget related requests and preparation, coordination of IT Security training programs. Required to track and coordinate the System Administrator Certification Program, as well as the coordination and facilitation of IT Security events. (b)(4)

**3.2.5** Perform assessments of Exploration Systems Mission Directorate's Integrated Collaborative Environment (ICE) programs/projects and identify critical areas of concern for the purpose of defining potential technical and financial problems. Cost analysis and performance assessment will be required on multiple project elements. Responsible for tracking all funding aspects of the program including, but not limited to, tracking funding received at MSFC from NASA Headquarters. Responsible for developing, executing, and monitoring budgets, long-range operating plans, phasing plans, and other resource planning activities. Proficiency with MS Office applications with an advanced knowledge of Excel is required. An understanding of government financial processes and experience with an integrated financial management system are preferred. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. (b)(4)

**3.2.6** Provide financial/budget analysis and integration for MSFC and all NASA Centers for the NASA Integrated Communications Services (NICS) contract. Requires analyzing resource requirements and recommends proper distribution of resources to project management, preparing project budget plans; reviewing financial management reports including contractors reports; preparing data for project financial reviews; reviewing and analyzing financial data for content and consistency with federal regulations; identifying and analyzing critical findings on major problems/anomalies and recommending options; maintaining active financial reports of project accounts and up-to-date status of funding in terms of authorized, commitment, obligation and cost. Requires the tracking of planned versus actual costs, verifying current cost forecasts, analyzing financial reports, ensuring adequate funds on contracts, creating Procurement Requests, mapping of all funds to the appropriate work packages, coordinating the process of the NF 533 cost data with all Centers through Excel spreadsheets, entering cost adjustments into the Contractor Cost Report (CCR) System in SAP, and working with the OCFO Accounting Operations to post cost each month, performing and monitoring monthly analysis on funding status for contract and Centers, and processing other financial data as required. An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of Excel is required. A bachelor's degree is preferred and 6-8 years of experience in the field or in a related area. (b)(4)

**3.2.7** Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. Reports to the Program Manager and works with the Program Manager and other Program Leads for multiple projects. Identifies resources required to achieve project objectives. Establishes priorities, task assignments and ensures timely completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, policies, and procedures. Desired education is a Bachelor's degree in the area of

specialty and 3-5 years of relevant experience, including supervisory and project management experience. (b)(4)

### **3.3 Travel**

Travel for this effort will be required on a recurring basis. Travel is cost reimbursable and funded separately from the firm-fixed-price labor price.

### **3.4 SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control**

**3.4.1** Provide analyses of the effectiveness and efficiency of operations and provide management with pertinent information to manage and control program resources and schedules within constraints. Effectively analyze cost data including the identification of trends and forecasting budget elements needing management attention. Communicate with Level II & Level III offices including budget coordination with different NASA organizations and levels within the agency. Additional tasks include, but are not limited to, resources support to a multi-contractor environment requiring tracking all aspects of contractually related resources management; provide independent status reports and assessments; track and analyze program budgets, funding, costs, schedule and contract status and predict anticipated progress at selected points in time (such as at fiscal year or major milestones); cost analysis and performance assessment on multiple project cost elements including Labor, Travel, and Procurements. An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of SAP, BW and Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

### **3.5 SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support**

**3.5.1** Support is required to perform accounting functions in support of the Michoud Assembly Facility. Analyze accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits, creating and maintaining internal accounting sheets to track and status the MAF budget, reviewing operating budgets periodically to analyze trends affecting budget requirements, initiating and obtaining approval for Funding Requests; Issuing Purchase Requests to obtain services, coordinating between NASA and tenants/users concerning reimbursements, MIPR's, payments, and SAP inputs, supporting development of MAF Integration and Operations Office PPBE after receiving inputs from MSFOC and other NASA contractors, tenants, users, and civil servants, validating the accuracy of contractors' actuals, 533 billings, variances against budgets, and inputs into SAP, preparing and presenting information to all levels of MSFC/MAF management concerning budgets, contractor inputs and user/tenant data. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in

the field or in a related area, familiarity with MAF existing contracts, tenant support, and user/tenant agreements, and the ability to accomplish a variety of complex tasks. (b)(4)

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE		PAGE OF PAGES 1 3		
2. AMENDMENT/MODIFICATION NO. 000013		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. 4200436568		5. PROJECT NO. (If applicable)	
6. ISSUED BY NASA/Marshall Space Flight Center Office of Procurement Audrey R. McMillan audrey.r.mcmillan@nasa.gov Marshall Space Flight Center AL 35812		CODE MSFC		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Audrey R. McMillan Contracting Officer 256-961-1339 Marshall Space Flight Center AL 35812		CODE MSFC	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365				(x) 9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T			
				10B. DATED (SEE ITEM 13) 05/01/2011			
CODE 035U7		FACILITY CODE					

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$4,852.00  
See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-1 Changes - Fixed Price (AUG 2010) Alternate I (APR 1984)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 2 copies to the issuing office.

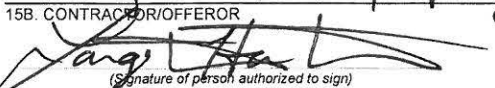

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

1. The purposes of this modification are to incorporate the following actions:

- a) Decrease support by (b)(4) position under PWS 3.2.1 in the amount of (b)(4) for the period of (b)(4)
- b) Increase support by (b)(4) position under PWS 3.4.1 in the amount of (b)(4) for the period of (b)(4). The PWS will be marked RESERVED as of (b)(4)
- c) Provide credit for (b)(4) position under PWS section 3.4.2 in the amount of (b)(4) for the period of (b)(4)

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Langston Hunter, Deputy Program Mgr.		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Audrey R. McMillan	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	
15C. DATE SIGNED 5/18/2012		16C. DATE SIGNED 5-18-2012	

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000013	PAGE OF 2 3
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NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>d) Incorporate travel incurred in the amount of (b)(4)</p> <p>e) As a result of (a) through (d), the task order value is decreased by \$97,298; from \$3,752,101 to \$3,654,803;</p> <p>f) Provide incremental funding in the amount of \$4,852; thereby increasing the total funding allotted to this task order from \$2,647,248 to \$2,652,100;</p> <p>g) Funded through date is September 28, 2012; and</p> <p>h) Update task order Clause 7, Payment and Consideration, to reflect billing periods through April 30, 2013.</p> <p>2. The following paragraph(s) has/have been modified. Slip-sheets to the task order are provided with sidebars indication change.</p> <p>Clause 7 Consideration and Payment Clause 12 Limitation of Funds Entire Task Order is being provided</p> <p>3. Contractor's Statement of Release</p> <p>In consideration of the modification(s) agreed to herein as complete equitable adjustment for all claims arising out of or attributable to the issuance of the contract change(s) and/or contractor proposal(s) listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to said contract change(s) and/or contractor proposal(s), and for such additional obligations as may be required by this modification.</p> <p>Contract Change Identification: Task Order NNM11AA40T, Modification No. 13 against Contract NNM11AA30C.</p> <p>Contractor Proposal Number: ARCS Proposal dated May 18, 2012.</p> <p>4. Except as provided herein, all terms and Continued ...</p>				



<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000013	PAGE 3	OF 3
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NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>conditions of this task order remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES:</p> <p>Reason for Modification : Supplemental Agreement for work within scope Total Amount for this Modification: -\$97,298.00 New Total Amount for this Award: \$3,654,803.00 Obligated Amount for this Modification: \$4,852.00 Incremental Funded Amount changed: from \$2,647,248.00 to \$2,652,100.00</p> <p>ACCOUNTING AND APPROPRIATION DATA:</p> <p>PR # 4200436568 Account code: 62IS40/6100.2520/62/FC000000/361065.07.02.01/000/2520/62/EXCX22012D/761A/2/3 Cost Center 62IS40 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$318.00</p> <p>PR # 4200436568 Account code: 62SF01/6100.2520/62/FC000000/585777.01.10.10.02/000/2520/62/EXPX22012D/719V/1/2 Cost Center 62SF01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$4,534.00</p> <p>Payment Terms: Net 30 days FOB: Destination</p>				

**TASK ORDER NNM11AA40T  
BUSINESS SUPPORT SERVICES**

IS01/ Office of the Chief Information Officer (CIO)  
RS01/Office of the Chief Financial Officer (CFO)  
SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control  
SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$3,654,803	(b)(4)		\$2,652,100

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2013.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.



**5. PERFORMANCE SURVEYS**

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

**6. TECHNICAL DIRECTION**

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

**7. CONSIDERATION AND PAYMENT**

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

**NNM11AA40T Payment Schedule**

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	

		09/02/11	(b)(4)
		09/16/11	
		09/30/11	
		10/14/11	
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/27/12	
		05/11/12	
		05/25/12	
		06/08/12	
		06/22/12	
		07/06/12	
		07/20/12	
		08/03/12	
		08/17/12	
		08/31/12	
		09/14/12	
		09/28/12	
		10/12/12	
		10/26/12	
		11/09/12	
		11/23/12	
		12/07/12	
		12/21/12	
		01/04/13	
		01/18/13	
		02/01/13	
		02/15/13	

		03/01/13	(b)(4)
		03/15/13	
		03/29/13	
		04/12/13	
		04/30/13	
		Total Billing	<b>\$3,652,214</b>

**8. SPECIAL ORDER REQUIREMENTS**

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

**9. ORDER CLAUSES**

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

**10. OTHER TERMS AND CONDITIONS**

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

**11. ORDER OF PRECEDENCE**

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

**12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)  
(MAR 1989)**

(a) Of the total price for effort provided under this Task Order, the sum of **\$2,652,100** is available for payment and allotted to this Task Order.

(b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.

- (c) (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through **September 28, 2012.**
- (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.
- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
- (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**

**Performance Work Statement  
Task Order NNM11AA40T, Business Support Services  
Contract NNM11AA30C**

## **1.0 INTRODUCTION**

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in the contract, NNM11AA30C, Acquisition and Business Support Services (ABSS), and with the terms and conditions as set forth in the contract and as supplemented in this Task Order.

## **2.0 PROGRAM MANAGEMENT**

The Contractor shall provide program management and control for this Task Order pursuant to PWS paragraph 2.0 of the contract. All plans and reports will be provided to the Government in accordance with the direction contained in the Data Procurement Document (DPD) 1321, Attachment J-2 to the contract, and as directed in paragraph 2.0 Program Management of the contract PWS.

## **3.0 BUSINESS SUPPORT**

### **3.1 IS01/Office of the Chief Information Officer (CIO)**

**3.1.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.1.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

**3.1.3** Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures. Receives assignment from supervisor. Observes operational and developmental activities to document operating procedures and details. Interviews operational personnel and reads journals, reports, and other material to become familiar with changing technologies and operational methods. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures. (b)(4)

**3.1.4** Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. Reports to the Program Manager and works with the Program Manager and other Program Leads for multiple projects. Identifies resources required to achieve project objectives. Establishes priorities, task assignments and ensures timely completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, policies, and procedures. Desired education is a Bachelor's degree in the area of specialty and 3-5 years of relevant experience, including supervisory and project management experience. (b)(4)

### **3.2 RS01/Office of the Chief Financial Officer (CFO)**

**3.2.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.2.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a



bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

**3.2.3** Enters data from a variety of sources into systems, forms, reports, and schedules for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Desired education is a bachelor's degree and 4-6 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to perform the functions of the job. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Works under general supervision. May report to an executive or manager. (b)(4)

### **3.3 SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control**

**3.3.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

### **3.4 SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support**

**3.4.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

Note: This is for the period of May 9, 2012 through July, 17, 2012. The PWS will be marked RESERVED as of July 18, 2010.

**3.4.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

### **3.5 Travel**

Travel for this effort will be required on a recurring basis. Travel is cost reimbursable and funded separately from the firm-fixed-price labor price.



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 000014		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
6. ISSUED BY NASA/Marshall Space Flight Center Office of Procurement Rita R James rita.r.james@nasa.gov Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Rita R. James Contract Specialist 256-961-0037 Marshall Space Flight Center AL 35812		5. PROJECT NO. (If applicable)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		(x) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE 035U7 FACILITY CODE		x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T		10B. DATED (SEE ITEM 13) 05/01/2011	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$150,560.00  
See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
x	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-1 Changes - Fixed Price (AUG 2010) Alternate I (APR 1984)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 2 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

1. The purposes of this modification are to:

a) Incorporate a temporary change in support of (b)(4) position under PWS 3.4.1 in the amount of (b)(4) for the period of (b)(4);

b) Incorporate a temporary decrease in support of (b)(4) position under PWS 3.4.2 in the amount of (b)(4) for the period of (b)(4);  
(b)(4);

c) Increase required travel value in the amount of (b)(4);

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Ron Dentz Prog Mgr		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Sherry K Fenn	
15B. CONTRACTOR/OFFEROR Ron Dentz (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA Sherry K. Fenn (Signature of Contracting Officer)	
15C. DATE SIGNED 7/24/12		16C. DATE SIGNED 7/25/12	

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
NNM11AA30C/NNM11AA40T/000014PAGE OF  
2 3NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>d) As a result of (a) through (c), the task order value is increased by \$4,912; from \$3,654,803 to \$3,659,715;</p> <p>f) Provide incremental funding in the amount of \$215,070, and de-obligate funding in the amount (\$64,510); thereby increasing the total funding allotted to this task order from \$2,652,100 to \$2,802,660. The revised fund through date is October 26, 2012.</p> <p>2. The following paragraph(s) has/have been modified. Slip-sheets to the contract are provided with sidebars indication change.</p> <p>Clause 7 Consideration and Payment Clause 12 Limitation of Funds</p> <p>3. Contractor's Statement of Release</p> <p>In consideration of the modification(s) agreed to herein as complete equitable adjustment for all claims arising out of or attributable to the issuance of the contract change(s) and/or contractor proposal(s) listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to said contract change(s) and/or contractor proposal(s), and for such additional obligations as may be required by this modification.</p> <p>Contract Change Identification: Task Order NNM11AA40T, Modification No. 14 against Contract NNM11AA30C.</p> <p>Contractor Proposal Number: ARCS Proposal dated July 12, 2012.</p> <p>4. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES:</p> <p>Obligated Amount for this Modification: \$150,560.00 New Total Obligated Amount for this Award: \$2,802,660.00 Current Task Order Value for this Award: Continued ...</p>				

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
NNM11AA30C/NNM11AA40T/000014

PAGE 3 OF 3

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>\$3,659,715.00 PR 4200443045 NEW ACCOUNTING CODE ADDED: Account code: 62IS01/6100.2520/62/FC000000/736466.07.10.08/000/2520/62/CASX12012D/361N/1/2 Cost Center 62IS01 GI Account 6100.2520 Order FC000000 Amount: \$102,000.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62IS40/6100.2520/62/FC000000/361065.07.02.01/000/2520/62/EXCX22012D/761A/2/3 Cost Center 62IS40 GI Account 6100.2520 Order FC000000 Amount: \$45,367.00</p> <p>PR 4200439258 NEW ACCOUNTING CODE ADDED: Account code: 62SF02/6100.2520/62/FC000000/585777.01.10.10.02/000/2520/62/EXPX22012D/719V/1/2 Cost Center 62SF02 GI Account 6100.2520 Order FC000000 Amount: \$67,703.00</p> <p>Payment Terms: Net 30 days FOB: Destination</p>				

**TASK ORDER NNM11AA40T  
BUSINESS SUPPORT SERVICES**

IS01/ Office of the Chief Information Officer (CIO)

RS01/Office of the Chief Financial Officer (CFO)

SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control

SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$3,659,715	(b)(4)		\$2,802,660

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2013.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

**5. PERFORMANCE SURVEYS**

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

**6. TECHNICAL DIRECTION**

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

**7. CONSIDERATION AND PAYMENT**

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

**NNM11AA40T Payment Schedule**

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	

		09/02/11	(b)(4)
		09/16/11	
		09/30/11	
		10/14/11	
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/27/12	
		05/11/12	
		05/25/12	
		06/08/12	
		06/22/12	
		07/06/12	
		07/20/12	
		08/03/12	
		08/17/12	
		08/31/12	
		09/14/12	
		09/28/12	
		10/12/12	
		10/26/12	
		11/09/12	
		11/23/12	
		12/07/12	
		12/21/12	
		01/04/13	
		01/18/13	
		02/01/13	
		02/15/13	

		03/01/13	(b)(4)
		03/15/13	
		03/29/13	
		04/12/13	
		04/30/13	
		Total Billing	\$3,655,407

8.

### **SPECIAL ORDER REQUIREMENTS**

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

### **9. ORDER CLAUSES**

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

### **10. OTHER TERMS AND CONDITIONS**

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

### **11. ORDER OF PRECEDENCE**

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

### **12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT) (MAR 1989)**

(a) Of the total price for effort provided under this Task Order, the sum of \$2,802,660 is available for payment and allotted to this Task Order.

(b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more

than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.

- (c) (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through **October 26, 2012.**
- (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.
- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.  
  
(ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**



**Performance Work Statement  
Task Order NNM11AA40T, Business Support Services  
Contract NNM11AA30C**

**1.0 INTRODUCTION**

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in the contract, NNM11AA30C, Acquisition and Business Support Services (ABSS), and with the terms and conditions as set forth in the contract and as supplemented in this Task Order.

**2.0 PROGRAM MANAGEMENT**

The Contractor shall provide program management and control for this Task Order pursuant to PWS paragraph 2.0 of the contract. All plans and reports will be provided to the Government in accordance with the direction contained in the Data Procurement Document (DPD) 1321, Attachment J-2 to the contract, and as directed in paragraph 2.0 Program Management of the contract PWS.

**3.0 BUSINESS SUPPORT**

**3.1 IS01/Office of the Chief Information Officer (CIO)**

**3.1.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.1.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

**3.1.3** Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures. Receives assignment from supervisor. Observes operational and developmental activities to document operating procedures and details. Interviews operational personnel and reads journals, reports, and other material to become familiar with changing technologies and operational methods. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures. (b)(4)

**3.1.4** Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. Reports to the Program Manager and works with the Program Manager and other Program Leads for multiple projects. Identifies resources required to achieve project objectives. Establishes priorities, task assignments and ensures timely completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, policies, and procedures. Desired education is a Bachelor's degree in the area of specialty and 3-5 years of relevant experience, including supervisory and project management experience. (b)(4)

### **3.2 RS01/Office of the Chief Financial Officer (CFO)**

**3.2.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

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bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

**3.2.3** Enters data from a variety of sources into systems, forms, reports, and schedules for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Desired education is a bachelor's degree and 4-6 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to perform the functions of the job. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Works under general supervision. May report to an executive or manager. (b)(4)

### **3.3 SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control**

**3.3.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

### **3.4 SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support**

**3.4.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

Note: This is for the period of July 18, 2012 through August 17, 2012. The PWS will be marked RESERVED as of August 18, 2012.

**3.4.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

### **3.5 Travel**

Travel for this effort will be required on a recurring basis. Travel is cost reimbursable and funded separately from the firm-fixed-price labor price.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 000015		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Office of Procurement Rita R James rita.r.james@nasa.gov Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Rita R. James Contract Specialist 256-961-0037 Marshall Space Flight Center AL 35812	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		9A. AMENDMENT OF SOLICITATION NO. (x)		9B. DATED (SEE ITEM 11)	
CODE 035U7 FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T		10B. DATED (SEE ITEM 13) 05/01/2011	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

[ ] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [ ] is extended. [ ] is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$145,745.00  
See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-1 Changes - Fixed Price (AUG 2010) Alternate I (APR 1984)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor [ ] is not, [X] is required to sign this document and return 2 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

1. The purposes of this modification are to:

a) Incorporate an increase in support of (b)(4) position under PWS 3.6.1 in the amount of (b)(4), increasing the task order value from (b)(4) for the period of (b)(4);

b) Provide incremental funding in the amount of \$145,745; thereby increasing the total funding allotted to this task order from \$2,802,660 to \$2,948,405. The revised fund through date is November 23, 2012.

2. The following paragraph(s) has/have been modified. Slip-sheets to the contract are Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Roy Lantz Proc Mgr		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Sherry K Fenn	
15B. CONTRACTOR/OFFEROR Ron Lantz (Signature of person authorized to sign)	15C. DATE SIGNED 8/20/12	16B. UNITED STATES OF AMERICA Sherry K Fenn (Signature of Contracting Officer)	16C. DATE SIGNED 8/20/2012

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
NNM11AA30C/NNM11AA40T/000015PAGE OF  
2 3NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>provided with sidebars indication change.</p> <p>Clause 7 Consideration and Payment Clause 12 Limitation of Funds</p> <p>3. Contractor's Statement of Release</p> <p>In consideration of the modification(s) agreed to herein as complete equitable adjustment for all claims arising out of or attributable to the issuance of the contract change(s) and/or contractor proposal(s) listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to said contract change(s) and/or contractor proposal(s), and for such additional obligations as may be required by this modification.</p> <p>Contract Change Identification: Task Order NNM11AA40T, Modification No. 15 against Contract NNM11AA30C.</p> <p>Contractor Proposal Number: ARCS Proposal dated August 3, 2012.</p> <p>4. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES:</p> <p>Obligated Amount for this Modification: \$145,745.00 New Total Obligated Amount for this Award: \$2,948,405.00 Current Task Order Value for this Award: \$3,721,722.00</p> <p>PR 4200448111 NEW ACCOUNTING CODE ADDED: Account code: 62RS01/6100.2520/62/FC000000/736466.01.06.08.01/00 0/2520/62/CASX12012D/361N/1/2 Cost Center 62RS01 GI Account 6100.2520 Order FC000000 Amount: \$65,000.00</p> <p>NEW ACCOUNTING CODE ADDED: Continued ...</p>				

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
NNM11AA30C/NNM11AA40T/000015PAGE OF  
3 3NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Account code: 62CS01/6100.2520/62/FC000000/736466.01.06.08.02/00 0/2520/62/CASX12012D/361N/2/3 Cost Center 62CS01 GI Account 6100.2520 Order FC000000 Amount: \$6,500.00  NEW ACCOUNTING CODE ADDED: Account code: 62CS01/6100.2520/62/FC000000/736466.01.08.08.04/00 0/2520/62/CASX12012D/361N/3/4 Cost Center 62CS01 GI Account 6100.2520 Order FC000000 Amount: \$8,500.00  PR 4200447149 NEW ACCOUNTING CODE ADDED: Account code: 62SF01/6100.2520/62/FC000000/585777.01.10.10.02/00 0/2520/62/EXPX22012D/719V/1/2 Cost Center 62SF01 GI Account 6100.2520 Order FC000000 Amount: \$65,745.00  Payment Terms: Net 30 days FOB: Destination				

**TASK ORDER NNM11AA40T  
BUSINESS SUPPORT SERVICES**

IS01/ Office of the Chief Information Officer (CIO)  
RS01/Office of the Chief Financial Officer (CFO)  
SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control  
SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support  
CS01/Office of Strategic Analysis and Communications

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$3,721,722	(b)(4)		\$2,948,405

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2013.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.



**5. PERFORMANCE SURVEYS**

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

**6. TECHNICAL DIRECTION**

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

**7. CONSIDERATION AND PAYMENT**

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

**NNM11AA40T Payment Schedule**

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	

		09/02/11	(b)(4)
		09/16/11	
		09/30/11	
		10/14/11	
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/27/12	
		05/11/12	
		05/25/12	
		06/08/12	
		06/22/12	
		07/06/12	
		07/20/12	
		08/03/12	
		08/17/12	
		<b>08/31/12</b>	
		<b>09/14/12</b>	
		<b>09/28/12</b>	
		<b>10/12/12</b>	
		<b>10/26/12</b>	
		<b>11/09/12</b>	
		<b>11/23/12</b>	
		<b>12/07/12</b>	
		<b>12/21/12</b>	
		<b>01/04/13</b>	
		<b>01/18/13</b>	
		<b>02/01/13</b>	
		<b>02/15/13</b>	

		03/01/13	(b)(4)
		03/15/13	
		03/29/13	
		04/12/13	
		04/30/13	
		Total Billing	\$3,717,414

8.

#### **SPECIAL ORDER REQUIREMENTS**

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

#### **9. ORDER CLAUSES**

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

#### **10. OTHER TERMS AND CONDITIONS**

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

#### **11. ORDER OF PRECEDENCE**

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

#### **12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT) (MAR 1989)**

(a) Of the total price for effort provided under this Task Order, the sum of \$2,948,405 is available for payment and allotted to this Task Order.

(b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more

than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.

- (c) (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through **November 23, 2012.**
- (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.
- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.  
  
(ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**

**Performance Work Statement  
Task Order NNM11AA40T, Business Support Services  
Contract NNM11AA30C**

**1.0 INTRODUCTION**

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in the contract, NNM11AA30C, Acquisition and Business Support Services (ABSS), and with the terms and conditions as set forth in the contract and as supplemented in this Task Order.

**2.0 PROGRAM MANAGEMENT**

The Contractor shall provide program management and control for this Task Order pursuant to PWS paragraph 2.0 of the contract. All plans and reports will be provided to the Government in accordance with the direction contained in the Data Procurement Document (DPD) 1321, Attachment J-2 to the contract, and as directed in paragraph 2.0 Program Management of the contract PWS.

**3.0 BUSINESS SUPPORT**

**3.1 IS01/Office of the Chief Information Officer (CIO)**

**3.1.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.1.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

**3.1.3** Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications

concerned with work methods and procedures. Receives assignment from supervisor. Observes operational and developmental activities to document operating procedures and details. Interviews operational personnel and reads journals, reports, and other material to become familiar with changing technologies and operational methods. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures. (b)(4)

**3.1.4** Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. Reports to the Program Manager and works with the Program Manager and other Program Leads for multiple projects. Identifies resources required to achieve project objectives. Establishes priorities, task assignments and ensures timely completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, policies, and procedures. Desired education is a Bachelor's degree in the area of specialty and 3-5 years of relevant experience, including supervisory and project management experience. (b)(4)

### **3.2 RS01/Office of the Chief Financial Officer (CFO)**

**3.2.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

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Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

**3.2.3** Enters data from a variety of sources into systems, forms, reports, and schedules for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Desired education is a bachelor's degree and 4-6 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to perform the functions of the job. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Works under general supervision. May report to an executive or manager.

(b)(4)

### **3.3 SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control**

**3.3.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

### **3.4 SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support**

**3.4.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**Note:** This is for the period of July 18, 2012, through August 17, 2012. The section of the PWS will be marked "RESERVED" as of August 18, 2012.

**3.4.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

### **3.5 Travel**

Travel for this effort will be required on a recurring basis. Travel is cost reimbursable and funded separately from the firm-fixed-price labor price.

### **3.6 CS01/Office of Strategic Analysis and Communications**

**3.6.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager. A certain degree of creativity and latitude is required. (b)(4)



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 000016		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE MSFC		7. ADMINISTERED BY (If other than Item 6) CODE MSFC	
NASA/Marshall Space Flight Center Office of Procurement Rita R James rita.r.james@nasa.gov Marshall Space Flight Center AL 35812		NASA/Marshall Space Flight Center Rita R. James Contract Specialist 256-961-0037 Marshall Space Flight Center AL 35812			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		(x)		9A. AMENDMENT OF SOLICITATION NO.	
CODE 035U7		FACILITY CODE		9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T	
				10B. DATED (SEE ITEM 13) 05/01/2011	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Schedule  
Net Increase: \$114,000.00

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
x	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-1 Changes - Fixed Price (AUG 2010) Alternate I (APR 1984)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 2 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

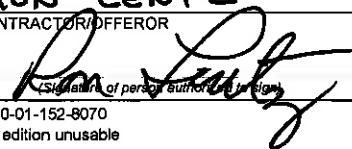
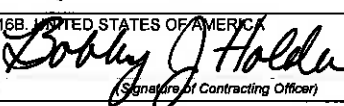
1. The purposes of this modification are to:

a) Increase (b)(4) of support for (b)(4) position under PWS 3.4.1/SF02 in the amount of (b)(4) for the period of (b)(4);

b) Increase (b)(4) of support for (b)(4) position under PWS 3.4.1 /SF02 in the amount of (b)(4) for the period of (b)(4);

c) Decrease (b)(4) of support for (b)(4) position under PWS  
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Ron Lentz Proc Mgr		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Bobby J Holden	
15B. CONTRACTOR/OFFEROR 	15C. DATE SIGNED 9/12/12	16B. UNITED STATES OF AMERICA 	16C. DATE SIGNED 9/12/12

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>3.2.1/RS01 in the amount of (b)(4) for the period of (b)(4);</p> <p>d) Decrease (b)(4) of support for (b)(4) (b)(4) position under PWS 3.1.3/IS01 in the amount of (b)(4) for the period of (b)(4);</p> <p>e) Increase (b)(4) of support for (b)(4) (b)(4) position under PWS 3.1.5/IS01 in the amount of (b)(4) for the period of (b)(4);</p> <p>f) As a result of (a) through (d), the task order value is increased by (b)(4) to (b)(4)</p> <p>g) Provide incremental funding in the amount of \$114,000; thereby increasing the total funding allotted to this task order from \$2,948,405 to \$3,062,405. The revised fund through date is December 7, 2012.</p> <p>2. The following paragraph(s) has/have been modified. Slip-sheets to the contract are provided with sidebars indication change.</p> <p>Clause 7 Consideration and Payment Clause 12 Limitation of Funds</p> <p>3. Contractor's Statement of Release</p> <p>In consideration of the modification(s) agreed to herein as complete equitable adjustment for all claims arising out of or attributable to the issuance of the contract change(s) and/or contractor proposal(s) listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to said contract change(s) and/or contractor proposal(s), and for such additional obligations as may be required by this modification.</p> <p>Contract Change Identification: Task Order NNM11AA40T, Modification No. 16 against Contract NNM11AA30C.</p> <p>Contractor Proposal Number: ARCS Proposal dated Continued ***</p>				

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>September 6, 2012.</p> <p>4. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES:</p> <p>Obligated Amount for this Modification: \$114,000.00</p> <p>New Total Obligated Amount for this Award: \$3,062,405.00</p> <p>Current Task Order Value for this Award: \$3,728,294.00</p> <p>PR 4200449838</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62RS01/6100.2520/62/FC000000/736466.01.06.08.01/00 0/2520/62/CASX12012D/361N/2/3 Cost Center 62RS01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$92,000.00 Percent: 5.03664 Subject To Funding: Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62SF01/6100.2520/62/FC000000/585777.01.10.10.02/00 0/2520/62/EXPX22012D/719V/1/2 Cost Center 62SF01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: \$22,000.00 Percent: 1.20441 Subject To Funding: Payment Address:</p> <p>Payment Terms: Net 30 days FOB: Destination</p>				

**TASK ORDER NNM11AA40T  
BUSINESS SUPPORT SERVICES**

IS01/ Office of the Chief Information Officer (CIO)  
RS01/Office of the Chief Financial Officer (CFO)  
SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control  
SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support  
CS01/Office of Strategic Analysis and Communications

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$3,728,294	(b)(4)		\$3,062,405

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2013.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

**5. PERFORMANCE SURVEYS**

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

**6. TECHNICAL DIRECTION**

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

**7. CONSIDERATION AND PAYMENT**

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

**NNM11AA40T Payment Schedule**

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	

		08/19/11	(b)(4)
		09/02/11	
		09/16/11	
		09/30/11	
		10/14/11	
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/27/12	
		05/11/12	
		05/25/12	
		06/08/12	
		06/22/12	
		07/06/12	
		07/20/12	
		08/03/12	
		08/17/12	
		08/31/12	
		<b>09/14/12</b>	
		<b>09/28/12</b>	
		<b>10/12/12</b>	
		<b>10/26/12</b>	
		<b>11/09/12</b>	
		<b>11/23/12</b>	
		<b>12/07/12</b>	
		<b>12/21/12</b>	
		<b>01/04/13</b>	
		<b>01/18/13</b>	
		<b>02/01/13</b>	
		<b>02/15/13</b>	

		03/01/13	(b)(4)
		03/15/13	
		03/29/13	
		04/12/13	
		04/30/13	
		<b>Total Billing</b>	<b>\$3,723,986</b>

8.

#### **SPECIAL ORDER REQUIREMENTS**

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

9.

#### **ORDER CLAUSES**

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

10.

#### **OTHER TERMS AND CONDITIONS**

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

11.

#### **ORDER OF PRECEDENCE**

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

12.

#### **1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT) (MAR 1989)**

(a) Of the total price for effort provided under this Task Order, the sum of **\$3,062,405** is available for payment and allotted to this Task Order.

(b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more

than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.

- (c) (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through **December 7, 2012**.
- (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.
- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.  
  
(ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**



**Performance Work Statement  
Task Order NNM11AA40T, Business Support Services  
Contract NNM11AA30C**

## **1.0 INTRODUCTION**

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in the contract, NNM11AA30C, Acquisition and Business Support Services (ABSS), and with the terms and conditions as set forth in the contract and as supplemented in this Task Order.

## **2.0 PROGRAM MANAGEMENT**

The Contractor shall provide program management and control for this Task Order pursuant to PWS paragraph 2.0 of the contract. All plans and reports will be provided to the Government in accordance with the direction contained in the Data Procurement Document (DPD) 1321, Attachment J-2 to the contract, and as directed in paragraph 2.0 Program Management of the contract PWS.

## **3.0 BUSINESS SUPPORT**

### **3.1 IS01/Office of the Chief Information Officer (CIO)**

**3.1.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.1.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

### **3.1.3 RESERVED**

**3.1.4** Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. Reports to the Program Manager and works with the Program Manager and other Program Leads for multiple projects. Identifies resources required to achieve project objectives. Establishes priorities, task assignments and ensures timely completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, policies, and procedures. Desired education is a Bachelor's degree in the area of specialty and 3-5 years of relevant experience, including supervisory and project management experience. (b)(4)

**3.1.5** Enters data from a variety of sources into systems, forms, reports, and schedules for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Desired education is a bachelor's degree and 4-6 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to perform the functions of the job. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Works under general supervision. May report to an executive or manager. (b)(4)

### **3.2 RS01/Office of the Chief Financial Officer (CFO)**

**3.2.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.2.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

**3.2.3** Enters data from a variety of sources into systems, forms, reports, and schedules for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Desired education is a bachelor's degree and 4-6 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to perform the functions of the job. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Works under general supervision. May report to an executive or manager.

(b)(4)

### **3.3 SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control**

**3.3.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager.

(b)(4)

### **3.4 SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support**

**3.4.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected.

(b)(4)

**Note:** This is for the period of

(b)(4)

**3.4.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a


bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

### **3.5 Travel**

Travel for this effort will be required on a recurring basis. Travel is cost reimbursable and funded separately from the firm-fixed-price labor price.

### **3.6 CS01/Office of Strategic Analysis and Communications**

**3.6.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager. A certain degree of creativity and latitude is required. (b)(4)

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1      3	
2. AMENDMENT/MODIFICATION NO. 000017		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (if applicable)		6. ISSUED BY CODE MSFC		7. ADMINISTERED BY (if other than Item 6) CODE MSFC	
NASA/Marshall Space Flight Center Office of Procurement Rita R James rita.r.james@nasa.gov Marshall Space Flight Center AL 35812		NASA/Marshall Space Flight Center Rita R. James Contract Specialist 256-961-0037 Marshall Space Flight Center AL 35812			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		(x) 9A. AMENDMENT OF SOLICITATION NO.			
		9B. DATED (SEE ITEM 11)			
		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T			
		10B. DATED (SEE ITEM 13) 05/01/2011			
CODE 035U7		FACILITY CODE			
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <span style="float: right;"><input type="checkbox"/> is extended, <input type="checkbox"/> is not extended.</span> Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (if required) See Schedule		Net Increase:		\$634,984.00	
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>					
CHECK ONE					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: X NFS 1852.232-77 Limitation of Funds (Fixed-Price Contract) (Mar 1989)					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)					
1. The purposes of this modification are to:					
a) Provide incremental funding in the amount of \$634,984; thereby increasing the total funding allotted to this task order from \$3,062,405 to \$3,697,389. The revised fund through date is April 12, 2013.					
2. The following paragraph(s) has/have been modified. Slip-sheets to the contract are provided with sidebars indication change.					
Clause 7 Consideration and Payment Clause 12 Limitation of Funds Continued ...					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
		Bobby J Holden			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA	
(Signature of person authorized to sign)				 (Signature of Contracting Officer)	
				16C. DATE SIGNED 11/8/12	

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000017	PAGE	OF
		2	3

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>3. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect. LIST OF CHANGES:</p> <p>Obligated Amount for this Modification: \$634,984.00 New Total Obligated Amount for this Award: \$3,697,389.00 Current Task Order Value for this Award: \$3,728,294.00</p> <p>PR 4200455878 NEW ACCOUNTING CODE ADDED: Account code: 62IS01/6100.2520/62/FC000000/736466.07.10.08/000/2520/62/CASX22013D/361N/1/2 Cost Center 62IS01 GI Account 6100.2520 Order FC000000 Amount: \$212,536.50</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62IS70/6100.2520/62/FC000000/884160.01.50.02.08/000/2520/62/CASX22013D/922A/2/3 Cost Center 62IS70 GI Account 6100.2520 Order FC000000 Amount: \$33,836.50</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62RS01/6100.2520/62/FC000000/736466.01.06.08.01/000/2520/62/CASX22013D/361N/3/4 Cost Center 62RS01 GI Account 6100.2520 Order FC000000 Amount: \$98,701.00</p> <p>PR 4200457113 NEW ACCOUNTING CODE ADDED: Account code: 62SF01/6100.2520/62/FC000000/006220.01.01.02/000/2520/62/EXPX22012D/719V/1/2 Cost Center 62SF01 GI Account 6100.2520 Order FC000000 Amount: \$154,529.00 Continued ***</p>				

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000017	PAGE OF 3 3
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NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	PR 420056542 NEW ACCOUNTING CODE ADDED: Account code: 62IS40/6100.2520/62/FC000000/361065.07.02.01/000/2 520/62/EXCX22013D/761A/1/2 Cost Center 62IS40 GI Account 6100.2520 Order FC000000 Amount: \$88,374.00  PR 4200457232 NEW ACCOUNTING CODE ADDED: Account code: 62CS01/6100.2520/62/FC000000/736466.01.08.08.04/00 0/2520/62/CASX22013D/361N/1/2 Cost Center 62CS01 GI Account 6100.2520 Order FC000000 Amount: \$47,007.00  Payment Terms: Net 30 days FOB: Destination				

**TASK ORDER NNM11AA40T  
BUSINESS SUPPORT SERVICES**

IS01/ Office of the Chief Information Officer (CIO)  
RS01/Office of the Chief Financial Officer (CFO)  
SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control  
SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support  
CS01/Office of Strategic Analysis and Communications

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$3,728,294	(b)(4)		\$3,697,389

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2013.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.



**5. PERFORMANCE SURVEYS**

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

**6. TECHNICAL DIRECTION**

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

**7. CONSIDERATION AND PAYMENT**

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

**NNM11AA40T Payment Schedule**

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	

		08/19/11	(b)(4)
		09/02/11	
		09/16/11	
		09/30/11	
		10/14/11	
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/27/12	
		05/11/12	
		05/25/12	
		06/08/12	
		06/22/12	
		07/06/12	
		07/20/12	
		08/03/12	
		08/17/12	
		08/31/12	
		09/14/12	
		09/28/12	
		10/12/12	
		10/26/12	
		11/09/12	
		11/23/12	
		12/07/12	
		12/21/12	
		01/04/13	
		01/18/13	
		02/01/13	
		02/15/13	

		03/01/13	(b)(4)
		03/15/13	
		03/29/13	
		04/12/13	
		04/30/13	
		Total Billing	\$3,723,986

8.

#### **SPECIAL ORDER REQUIREMENTS**

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

9. **ORDER CLAUSES**

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

10. **OTHER TERMS AND CONDITIONS**

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

11. **ORDER OF PRECEDENCE**

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

12. **1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)  
(MAR 1989)**

(a) Of the total price for effort provided under this Task Order, the sum of \$3,697,389 is available for payment and allotted to this Task Order.

(b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more

than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.

- (c) (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through April 12, 2013.
- (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.
- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.  
  
(ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

[End of Task Order]

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 000018		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Office of Procurement Rita R James rita.r.james@nasa.gov Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Rita R. James Contract Specialist 256-961-0037 Marshall Space Flight Center AL 35812	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		9A. AMENDMENT OF SOLICITATION NO. (x)		9B. DATED (SEE ITEM 11)	
CODE 035U7 FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T		10B. DATED (SEE ITEM 13) 05/01/2011	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.  
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$44,433.00  
 See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-1 Changes - Fixed Price (AUG 2010) Alternate I (APR 1984)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 2 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

1. The purposes of this modification are to:

a) Increase (b)(4) of support for (b)(4) position under PWS 3.2.2/RS01 in the amount of (b)(4) for the period of (b)(4) through (b)(4), as a result the task order value is increased by (b)(4) to (b)(4);

b) Provide incremental funding in the amount of \$44,433; thereby increasing the total funding allotted to this task order from \$3,697,389 to \$3,741,822. The revised fund through date is April 30, 2013.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Ron Lentz Prog Mgr		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Bobby J Holden	
15B. CONTRACTOR/OFFEROR Ron Lentz (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA Bobby J Holden (Signature of Contracting Officer)	
15C. DATE SIGNED 2/28/13		16C. DATE SIGNED 3/1/13	

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000018	PAGE 2	OF 3
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NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>2. The following paragraph(s) has/have been modified. Slip-sheets to the contract are provided with sidebars indication change.</p> <p>Clause 7 Consideration and Payment Clause 12 Limitation of Funds</p> <p>3. Contractor's Statement of Release</p> <p>In consideration of the modification(s) agreed to herein as complete equitable adjustment for all claims arising out of or attributable to the issuance of the contract change(s) and/or contractor proposal(s) listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to said contract change(s) and/or contractor proposal(s), and for such additional obligations as may be required by this modification.</p> <p>Contract Change Identification: Task Order NNM11AA40T, Modification No. 18 against Contract NNM11AA30C.</p> <p>Contractor Proposal Number: ARCS Proposal dated February 22, 2013.</p> <p>4. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES:</p> <p>Obligated Amount for this Modification: \$44,433.00 New Total Obligated Amount for this Award: \$3,741,822.00 Current Task Order Value for this Award: \$3,741,822.00</p> <p>PR 4200464630 NEW ACCOUNTING CODE ADDED: Account code: 62SF01/6100.2520/62/FC000000/006220.01.01.02/000/2520/62/EXPX22012D/719V/1/2 Cost Center 62SF01 GL Account 6100.2520 Order FC000000 Amount: \$30,905.00</p> <p>Continued ...</p>				

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000018	PAGE 3	OF 3
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NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	PR 4200467323 NEW ACCOUNTING CODE ADDED: Account code: 62RS01/6100.2520/62/FC000000/736466.01.06.08.01/00 0/2520/62/CASX22013D/361N/1/2 Cost Center 62RS01 GL Account 6100.2520 Order FC000000 Amount: \$13,528.00  Payment Terms: Net 30 days FCB: Destination				

**TASK ORDER NNM11AA40T  
BUSINESS SUPPORT SERVICES**

IS01/ Office of the Chief Information Officer (CIO)  
RS01/Office of the Chief Financial Officer (CFO)  
SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control  
SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support  
CS01/Office of Strategic Analysis and Communications

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$3,741,822	(b)(4)		\$ 3,741,822

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2013.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.



## 5. PERFORMANCE SURVEYS

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

## 6. TECHNICAL DIRECTION

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

## 7. CONSIDERATION AND PAYMENT

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

**NNM11AA40T Payment Schedule**

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	

		09/02/11	(b)(4)
		09/16/11	
		09/30/11	
		10/14/11	
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/27/12	
		05/11/12	
		05/25/12	
		06/08/12	
		06/22/12	
		07/06/12	
		07/20/12	
		08/03/12	
		08/17/12	
		08/31/12	
		09/14/12	
		09/28/12	
		10/12/12	
		10/26/12	
		11/09/12	
		11/23/12	
		12/07/12	
		12/21/12	
		01/04/13	
		01/18/13	
		02/01/13	
		02/15/13	

		03/01/13	(b)(4)
		03/15/13	
		03/29/13	
		04/12/13	
		04/30/13	
		<b>Total Billing</b>	<b>\$3,737,514</b>

**8. SPECIAL ORDER REQUIREMENTS**

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

**9. ORDER CLAUSES**

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

**10. OTHER TERMS AND CONDITIONS**

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

**11. ORDER OF PRECEDENCE**

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

**12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)  
(MAR 1989)**

- (a) Of the total price for effort provided under this Task Order, the sum of \$ 3,741,822 is available for payment and allotted to this Task Order.
- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more

than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.

- (c) (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through April 30, 2013.
- (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.
- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.  
  
(ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**

**Performance Work Statement  
Task Order NNM11AA40T, Business Support Services  
Contract NNM11AA30C**

**1.0 INTRODUCTION**

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in the contract, NNM11AA30C, Acquisition and Business Support Services (ABSS), and with the terms and conditions as set forth in the contract and as supplemented in this Task Order.

**2.0 PROGRAM MANAGEMENT**

The Contractor shall provide program management and control for this Task Order pursuant to PWS paragraph 2.0 of the contract. All plans and reports will be provided to the Government in accordance with the direction contained in the Data Procurement Document (DPD) 1321, Attachment J-2 to the contract, and as directed in paragraph 2.0 Program Management of the contract PWS.

**3.0 BUSINESS SUPPORT**

**3.1 IS01/Office of the Chief Information Officer (CIO)**

**3.1.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.1.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

**3.1.3 RESERVED**

**3.1.4** Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. Reports to the Program Manager and works with the Program Manager and other Program Leads for multiple projects. Identifies resources required to achieve project objectives. Establishes priorities, task assignments and ensures timely completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, policies, and procedures. Desired education is a Bachelor's degree in the area of specialty and 3-5 years of relevant experience, including supervisory and project management experience. (b)(4)

**3.1.5** Enters data from a variety of sources into systems, forms, reports, and schedules for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Desired education is a bachelor's degree and 4-6 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to perform the functions of the job. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Works under general supervision. May report to an executive or manager.

(b)(4)

## **3.2 RS01/Office of the Chief Financial Officer (CFO)**

**3.2.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

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**Note:** This is for the period of (b)(4)

(b)(4) (b)(4)

**3.2.3** Enters data from a variety of sources into systems, forms, reports, and schedules for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Desired education is a bachelor's degree and 4-6 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to perform the functions of the job. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Works under general supervision. May report to an executive or manager. (b)(4)

### **3.3 SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control**

**3.3.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

### **3.4 SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support**

**3.4.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

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Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

### **3.5 Travel**

Travel for this effort will be required on a recurring basis. Travel is cost reimbursable and funded separately from the firm-fixed-price labor price.

### **3.6 CS01/Office of Strategic Analysis and Communications**

**3.6.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager. A certain degree of creativity and latitude is required. (b)(4)



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1   3	
2. AMENDMENT/MODIFICATION NO. 000019		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE MSFC NASA/Marshall Space Flight Center Office of Procurement Rita R James rita.r.james@nasa.gov Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) CODE MSFC NASA/Marshall Space Flight Center Rita R. James Contract Specialist 256-961-0037 Marshall Space Flight Center AL 35812	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		(x)		9A. AMENDMENT OF SOLICITATION NO.	
CODE 035U7		FACILITY CODE		9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T	
				10B. DATED (SEE ITEM 13) 05/01/2011	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: (b)(4)  
See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
x	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-1 Changes - Fixed Price (AUG 2010) Alternate I (APR 1984)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 2 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

1. The purposes of this modification are to:

a) Increase (b)(4) of support for (b)(4) position under PWS 3.2.3/RS01 in the amount of (b)(4) for the period of (b)(4) as a result the task order value is increased by (b)(4)

b) Provide incremental funding in the amount of (b)(4) thereby increasing the total funding allotted to this task order from (b)(4). The fund through date is April 30, 2013.

2. The following paragraph(s) has/have been modified. Slip-sheets to the contract are Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Ron Lutz Prog Mgr		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Bobby J Holden	
15B. CONTRACTOR/OFFEROR Ron Lutz	15C. DATE SIGNED 3/27/13	16B. UNITED STATES OF AMERICA Bobby J Holden	16C. DATE SIGNED 3/28/13

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>provided with sidebars indication change.</p> <p>Clause 7 Consideration and Payment Clause 12 Limitation of Funds</p> <p>3. Contractor's Statement of Release</p> <p>In consideration of the modification(s) agreed to herein as complete equitable adjustment for all claims arising out of or attributable to the issuance of the contract change(s) and/or contractor proposal(s) listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to said contract change(s) and/or contractor proposal(s), and for such additional obligations as may be required by this modification.</p> <p>Contract Change Identification: Task Order NNM11AA40T, Modification No. 19 against Contract NNM11AA30C.</p> <p>Contractor Proposal Number: ARCS Proposal dated March 18, 2013.</p> <p>4. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect. LIST OF CHANGES:</p> <p>Obligated Amount for this Modification: (b)(4) New Total Obligated Amount for this Award: \$3,747,138.00 Current Task Order Value for this Award: \$3,747,138.00</p> <p>PR 4200469270 NEW ACCOUNTING CODE ADDED: Account code: 62RS01/6100.2520/62/FC000000/736466.01.06.08.01/00 0/2520/62/CASX22013D/361N/1/2 Cost Center 62RS01 GL Account 6100.2520 Order FC000000 Amount: \$5,316.00</p> <p>Payment Terms: Continued ...</p>				

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	NNM11AA30C/NNM11AA40T/000019	3	3

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Net 30 days FOB: Destination				

**TASK ORDER NNM11AA40T  
BUSINESS SUPPORT SERVICES**

IS01/ Office of the Chief Information Officer (CIO)  
RS01/Office of the Chief Financial Officer (CFO)  
SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control  
SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support  
CS01/Office of Strategic Analysis and Communications

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$3,747,138	(b)(4)		\$3,747,138

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2013.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

**5. PERFORMANCE SURVEYS**

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

**6. TECHNICAL DIRECTION**

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

**7. CONSIDERATION AND PAYMENT**

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

**NNM11AA40T Payment Schedule**

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	

		09/02/11	(b)(4)
		09/16/11	
		09/30/11	
		10/14/11	
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/27/12	
		05/11/12	
		05/25/12	
		06/08/12	
		06/22/12	
		07/06/12	
		07/20/12	
		08/03/12	
		08/17/12	
		08/31/12	
		09/14/12	
		09/28/12	
		10/12/12	
		10/26/12	
		11/09/12	
		11/23/12	
		12/07/12	
		12/21/12	
		01/04/13	
		01/18/13	
		02/01/13	
		02/15/13	

		03/01/13	(b)(4)
		03/15/13	
		03/29/13	
		04/12/13	
		04/30/13	
		<b>Total Billing</b>	<b>\$3,742,830</b>

**8. SPECIAL ORDER REQUIREMENTS**

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

**9. ORDER CLAUSES**

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

**10. OTHER TERMS AND CONDITIONS**

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

**11. ORDER OF PRECEDENCE**

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

**12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)  
(MAR 1989)**

(a) Of the total price for effort provided under this Task Order, the sum of **\$3,747,138** is available for payment and allotted to this Task Order.

(b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more

than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.

- (c) (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through **April 30, 2013**.
- (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.
- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.  
  
(ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**



**Performance Work Statement  
Task Order NNM11AA40T, Business Support Services  
Contract NNM11AA30C**

## **1.0 INTRODUCTION**

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in the contract, NNM11AA30C, Acquisition and Business Support Services (ABSS), and with the terms and conditions as set forth in the contract and as supplemented in this Task Order.

## **2.0 PROGRAM MANAGEMENT**

The Contractor shall provide program management and control for this Task Order pursuant to PWS paragraph 2.0 of the contract. All plans and reports will be provided to the Government in accordance with the direction contained in the Data Procurement Document (DPD) 1321, Attachment J-2 to the contract, and as directed in paragraph 2.0 Program Management of the contract PWS.

## **3.0 BUSINESS SUPPORT**

### **3.1 IS01/Office of the Chief Information Officer (CIO)**

**3.1.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.1.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

### **3.1.3 RESERVED**

**3.1.4** Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. Reports to the Program Manager and works with the Program Manager and other Program Leads for multiple projects. Identifies resources required to achieve project objectives. Establishes priorities, task assignments and ensures timely completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, policies, and procedures. Desired education is a Bachelor's degree in the area of specialty and 3-5 years of relevant experience, including supervisory and project management experience. (b)(4)

**3.1.5** Enters data from a variety of sources into systems, forms, reports, and scheduled for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Desired education is a bachelor's degree and 4-6 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to perform the functions of the job. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Works under general supervision. May report to an executive or manager. (b)(4)

### **3.2 RS01/Office of the Chief Financial Officer (CFO)**

**3.2.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

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**Note:** For the period of (b)(4)

(b)(4)

**3.2.3** Enters data from a variety of sources into systems, forms, reports, and schedules for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Desired education is a bachelor's degree and 4-6 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to perform the functions of the job. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Works under general supervision. May report to an executive or manager.

(b)(4)

### **3.3 SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control**

**3.3.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

### **3.4 SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support**

**3.4.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.4.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a

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### **3.5 Travel**

Travel for this effort will be required on a recurring basis. Travel is cost reimbursable and funded separately from the firm-fixed-price labor price.

### **3.6 CS01/Office of Strategic Analysis and Communications**

**3.6.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager. A certain degree of creativity and latitude is required. (b)(4)

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 4	
2. AMENDMENT/MODIFICATION NO. 000020		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Office of Procurement Rita R James rita.r.james@nasa.gov Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Rita R. James Contract Specialist 256-961-0037 Marshall Space Flight Center AL 35812	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE 035U7		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T 10B. DATED (SEE ITEM 13) 05/01/2011	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Schedule Net Increase: \$505,216.00

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 52.217-9 Option to Extend the Terms of the Contract (Mar 2000)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 2 copies to the issuing office.



**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

1. The purposes of this modification are to:

a) Pursuant to the Option to Extend the Term of the Contract Clause (FAR 52.217-9) of Contract NNM11AA30C Option 2 (Yr 3), this task order Office of the Chief Information Officer (CIO), Office of the Chief Financial Officer (CFO), Michoud Assembly Facility Directorate (MAF)/Program Planning and Control, Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support, and the Office of Strategic Analysis and Communications will continue through the extended Period of Performance from May 1, 2013 to April 30, 2014 in the amount of \$2,015,758; thereby increasing the total task order from \$3,747,138 to \$5,762,896; and

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Langston Hunter for Ron Lantz, Prog. Mgr.		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Ketela K Helton	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	
15C. DATE SIGNED 4/25/13		16C. DATE SIGNED 4/25/13	

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000020	PAGE	OF
		2	4

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>b) Provide incremental funding in the amount of \$505,216; thereby increasing the total funding allotted to this task order from \$3,747,138 to \$4,252,354, pursuant to the "Limitation of Funds" Clause.</p> <p>c) Extend the anticipated funded through date from May 1, 2013 to July 19, 2013; and</p> <p>d) Update task order Clause 7, Payment and Consideration, to reflect billing periods through April 30, 2014.</p> <p>2. The following paragraph(s) has/have been modified. Slip-sheets to the contract are provided with sidebars indication change.</p> <p>Clause 3 Period of Performance Clause 7 Consideration and Payment Clause 12 Limitation of Funds</p> <p>3. Contractor's Statement of Release</p> <p>In consideration of the modification(s) agreed to herein as complete equitable adjustment for all claims arising out of or attributable to the issuance of the contract change(s) and/or contractor proposal(s) listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to said contract change(s) and/or contractor proposal(s), and for such additional obligations as may be required by this modification.</p> <p>Contract Change Identification: Task Order NNM11AA40T, Modification No. 20 against Contract NNM11AA30C.</p> <p>Contractor Proposal Number: ARCS Proposal dated April 8, 2013.</p> <p>4. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES:</p> <p>Period Of Performance End Date changed from 30-APR-13 to 30-APR-14 Continued ...</p>				



CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000020	PAGE	OF
		3	4

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Amount for this Version: \$2,015,758.00 Obligated Amount for this Modification: \$505,216.00 New Total Obligated Amount for this Award: \$4,252,354.00 Current Potential Task Order Value for this Award: \$5,762,896.00</p> <p>PR 4200471563 Cost Center: 62IS01 GL Account: 6100.2520 Order: FC000000 WBS Element1: 736466.07.10.08 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: CASX22013D Functional Area: 361N</p> <p>001 NNM11AA40T - Total Line Item Value: \$276,627.00</p> <p>PR 4200471679 Cost Center: 62RS01 GL Account: 6100.2520 Order: FC000000 WBS Element1: 736466.01.06.08.01 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: CASX22013D Functional Area: 361N</p> <p>001 NNM11AA40T - Total Line Item Value: \$54,040.00</p> <p>PR 4200471799 Cost Center: 62IS70 GL Account: 6100.2520 Order: FC000000 WBS Element1: 884160.01.50.02.08 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: CASX22013D Functional Area: 922A</p> <p>001 NNM11AA40T -Total Line Item Value: \$29,667.00</p> <p>PR 4200471564 Cost Center: 62IS40 GL Account: 6100.2520 Order: FC000000 WBS Element1: 361065.07.02.01 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: EXCX22013D Functional Area: 761A</p> <p>001 NNM11AA40T - Total Line Item Value: \$112,482.00</p> <p>PR 4200471570 Cost Center: 62SF01 GL Account: 6100.2520 Order: FC000000 WBS Element1: 006220.01.01.02 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: EXPX22013D Functional Area: 719V</p> <p>001 NNM11AA40T - Total Line Item Value: \$32,400.00 Continued ...</p>				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000020	PAGE	OF
		4	4

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
003	Payment Terms: Net 30 days FOB: Destination  Option 2 (Contract Year 3) Incrementally Funded Amount: \$505,216.00				2,015,758.00



**TASK ORDER NNM11AA40T  
BUSINESS SUPPORT SERVICES**

IS01/ Office of the Chief Information Officer (CIO)  
RS01/Office of the Chief Financial Officer (CFO)  
SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control  
SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support  
CS01/Office of Strategic Analysis and Communications

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$5,762,896	(b)(4)		\$4,252,354

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2014.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

**5. PERFORMANCE SURVEYS**

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

## 6. TECHNICAL DIRECTION

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

## 7. CONSIDERATION AND PAYMENT

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

### NNM11AA40T Payment Schedule

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	
		09/02/11	

		09/16/11	(b)(4)
		09/30/11	
		10/14/11	
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/27/12	
		05/11/12	
		05/25/12	
		06/08/12	
		06/22/12	
		07/06/12	
		07/20/12	
		08/03/12	
		08/17/12	
		08/31/12	
		09/14/12	
		09/28/12	
		10/12/12	
		10/26/12	
		11/09/12	
		11/23/12	
		12/07/12	
		12/21/12	
		01/04/13	
		01/18/13	
		02/01/13	
		02/15/13	

		03/01/13	(b)(4)
		03/15/13	
		03/29/13	
		04/12/13	
		04/26/13	
		05/10/13	
		05/24/13	
		06/07/13	
		06/21/13	
		07/05/13	
		07/19/13	
		08/02/13	
		08/16/13	
		08/30/13	
		09/13/13	
		09/27/13	
		10/11/13	
		10/25/13	
		11/08/13	
		11/22/13	
		12/06/13	
		12/20/13	
		01/03/14	
		01/17/14	
		01/31/14	
		02/14/14	
		02/28/14	
		03/14/14	
		03/28/14	
		04/11/14	
		04/30/14	
		<b>Total Billing</b>	<b>\$5,758,588</b>

#### 8. SPECIAL ORDER REQUIREMENTS

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

**9. ORDER CLAUSES**

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

**10. OTHER TERMS AND CONDITIONS**

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

**11. ORDER OF PRECEDENCE**

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

**12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)  
(MAR 1989)**

- (a) Of the total price for effort provided under this Task Order, the sum of \$4,252,354 is available for payment and allotted to this Task Order.
- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.
- (c)
  - (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through July 19, 2013.
  - (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.

- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
  - (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**

**Performance Work Statement  
Task Order NNM11AA40T, Business Support Services  
Contract NNM11AA30C**

## **1.0 INTRODUCTION**

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in the contract, NNM11AA30C, Acquisition and Business Support Services (ABSS), and with the terms and conditions as set forth in the contract and as supplemented in this Task Order.

## **2.0 PROGRAM MANAGEMENT**

The Contractor shall provide program management and control for this Task Order pursuant to PWS paragraph 2.0 of the contract. All plans and reports will be provided to the Government in accordance with the direction contained in the Data Procurement Document (DPD) 1321, Attachment J-2 to the contract, and as directed in paragraph 2.0 Program Management of the contract PWS.

## **3.0 BUSINESS SUPPORT**

### **3.1 IS01/Office of the Chief Information Officer (CIO)**

**3.1.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.1.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

### **3.1.3 RESERVED**

**3.1.4** Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. Reports to the Program Manager and works with the Program Manager and other Program Leads for multiple projects. Identifies resources required to achieve project objectives. Establishes priorities, task assignments and ensures timely completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, policies, and procedures. Desired education is a Bachelor's degree in the area of specialty and 3-5 years of relevant experience, including supervisory and project management experience. (b)(4)

**3.1.5** Enters data from a variety of sources into systems, forms, reports, and scheduled for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Desired education is a bachelor's degree and 4-6 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to perform the functions of the job. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Works under general supervision. May report to an executive or manager. (b)(4)

### **3.2 RS01/Office of the Chief Financial Officer (CFO)**

**3.2.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.2.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)



**Note:** For the period of (b)(4)

(b)(4)

**3.2.3** Enters data from a variety of sources into systems, forms, reports, and schedules for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Desired education is a bachelor's degree and 4-6 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to perform the functions of the job. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Works under general supervision. May report to an executive or manager.

(b)(4)

### **3.3 SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control**

**3.3.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

### **3.4 SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support**

**3.4.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.4.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a

related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

### **3.5 Travel**

Travel for this effort will be required on a recurring basis. Travel is cost reimbursable and funded separately from the firm-fixed-price labor price.

### **3.6 CS01/Office of Strategic Analysis and Communications**

**3.6.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager. A certain degree of creativity and latitude is required. (b)(4)

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 4	
2. AMENDMENT/MODIFICATION NO. 000021		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Office of Procurement Rita R James rita.r.james@nasa.gov Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Rita R. James Contract Specialist 256-961-0037 Marshall Space Flight Center AL 35812	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		(x) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE 035U7 FACILITY CODE		X 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T		10B. DATED (SEE ITEM 13) 05/01/2011	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$439,777.00  
See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-1 Changes - Fixed Price (AUG 2010) Alternate I (APR 1984)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 2 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

1. The purposes of this modification are to:

- a) Provide incremental funding in the amount of \$439,777; thereby increasing the total funding allotted to this task order from \$4,252,354 to \$4,692,131, pursuant to the "Limitation of Funds" Clause.
- b) Extend the anticipated funded through date from July 19, 2013 to October 11, 2013, and
- c) Also update the PWS to correct the notation under paragraph (b)(4) for the period of (b)(4)

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Ron LENTZ Prog Mgr		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kimberly N Williams	
15B. CONTRACTOR/OFFEROR Ron LENTZ (Signature of person authorized to sign)	15C. DATE SIGNED 6/17/13	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000021	PAGE 2	OF 4
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NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>2. The following paragraph(s) has/have been modified. Slip-sheets to the contract are provided with sidebars indication change.</p> <p>Clause 7 Consideration and Payment Clause 12 Limitation of Funds</p> <p>3. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect. LIST OF CHANGES:</p> <p>Obligated Amount for this Modification: \$439,777.00 New Total Obligated Amount for this Award: \$4,692,131.00 Current Task Order Value for this Award: \$5,762,896.00</p> <p>PR 4200475833 NEW ACCOUNTING CODE ADDED: Account code: 62RS01/6100.2520/62/FC000000/736466.01.06.08.01/00 0/2520/62/CASX22013D/361N/8013/140122/1/2 Cost Center 62RS01 GL Account 6100.2520 Order FC000000 WBS Element1 736466.01.06.08.01 WBS Element2 Network Activity Earmarked Funds Item Number 000 Commitment Item 2520 Funds Center 62 Fund CASX22013D Functional Area 361N Appropriation 8013/140122 Amount: \$270,195.00</p> <p>PR 4200477504 NEW ACCOUNTING CODE ADDED: Account code: 62SF01/6100.2520/62/FC000000/006220.01.01.02/000/2 520/62/EXPX22013D/719V/8013/140124/1/2 Cost Center 62SF01 GL Account 6100.2520 Order FC000000 WBS Element1 006220.01.01.02 WBS Element2 Continued ...</p>				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000021	PAGE	OF
		3	4

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Network Activity Earmarked Funds Item Number 000 Commitment Item 2520 Funds Center 62 Fund EXPX22013D Functional Area 719V Appropriation 8013/140124 Amount: \$101,835.00</p> <p>PR 4200475325 NEW ACCOUNTING CODE ADDED: Account code: 62SF01/6100.2520/62/FC000000/006220.01.01.02/000/2 520/62/EXPX22013D/719V/8013/140124/1/2 Cost Center 62SF01 GL Account 6100.2520 Order FC000000 WBS Element1 006220.01.01.02 WBS Element2 Network Activity Earmarked Funds Item Number 000 Commitment Item 2520 Funds Center 62 Fund EXPX22013D Functional Area 719V Appropriation 8013/140124 Amount: \$27,693.00</p> <p>PR 4200475738 NEW ACCOUNTING CODE ADDED: Account code: 62CS01/6100.2520/62/FC000000/736466.01.08.08.04/00 0/2520/62/CASX22013D/361N/8013/140122/1/2 Cost Center 62CS01 GL Account 6100.2520 Order FC000000 WBS Element1 736466.01.08.08.04 WBS Element2 Network Activity Earmarked Funds Item Number 000 Commitment Item 2520 Funds Center 62 Fund CASX22013D Functional Area 361N Continued ...</p>				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	NNM11AA30C/NNM11AA40T/000021	4	4

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Appropriation 8013/140122 Amount: \$40,054.00  Payment Terms: Net 30 days FOB: Destination				

**TASK ORDER NNM11AA40T  
BUSINESS SUPPORT SERVICES**

IS01/ Office of the Chief Information Officer (CIO)  
RS01/Office of the Chief Financial Officer (CFO)  
SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control  
SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support  
CS01/Office of Strategic Analysis and Communications

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$5,762,896	(b)(4)		\$4,692,131

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2014.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

**5. PERFORMANCE SURVEYS**

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

**6. TECHNICAL DIRECTION**

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

**7. CONSIDERATION AND PAYMENT**

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

**NNM11AA40T Payment Schedule**

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	
		09/02/11	



		09/16/11	(b)(4)
		09/30/11	
		10/14/11	
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/27/12	
		05/11/12	
		05/25/12	
		06/08/12	
		06/22/12	
		07/06/12	
		07/20/12	
		08/03/12	
		08/17/12	
		08/31/12	
		09/14/12	
		09/28/12	
		10/12/12	
		10/26/12	
		11/09/12	
		11/23/12	
		12/07/12	
		12/21/12	
		01/04/13	
		01/18/13	
		02/01/13	
		02/15/13	

		03/01/13	(b)(4)
		03/15/13	
		03/29/13	
		04/12/13	
		04/26/13	
		05/10/13	
		05/24/13	
		06/07/13	
		06/21/13	
		07/05/13	
		07/19/13	
		08/02/13	
		08/16/13	
		08/30/13	
		09/13/13	
		09/27/13	
		10/11/13	
		10/25/13	
		11/08/13	
		11/22/13	
		12/06/13	
		12/20/13	
		01/03/14	
		01/17/14	
		01/31/14	
		02/14/14	
		02/28/14	
		03/14/14	
		03/28/14	
		04/11/14	
		04/30/14	
		Total Billing	\$5,758,588

## 8. SPECIAL ORDER REQUIREMENTS

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

**9. ORDER CLAUSES**

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

**10. OTHER TERMS AND CONDITIONS**

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

**11. ORDER OF PRECEDENCE**

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

**12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)  
(MAR 1989)**

- (a) Of the total price for effort provided under this Task Order, the sum of \$4,692,131 is available for payment and allotted to this Task Order.
- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.
- (c)
  - (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through October 11, 2013.
  - (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.

- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
- (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**

**Performance Work Statement  
Task Order NNM11AA40T, Business Support Services  
Contract NNM11AA30C**

**1.0 INTRODUCTION**

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in the contract, NNM11AA30C, Acquisition and Business Support Services (ABSS), and with the terms and conditions as set forth in the contract and as supplemented in this Task Order.

**2.0 PROGRAM MANAGEMENT**

The Contractor shall provide program management and control for this Task Order pursuant to PWS paragraph 2.0 of the contract. All plans and reports will be provided to the Government in accordance with the direction contained in the Data Procurement Document (DPD) 1321, Attachment J-2 to the contract, and as directed in paragraph 2.0 Program Management of the contract PWS.

**3.0 BUSINESS SUPPORT**

**3.1 IS01/Office of the Chief Information Officer (CIO)**

**3.1.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.1.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

**3.1.3 RESERVED**

**3.1.4** Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. Reports to the Program Manager and works with the Program Manager and other Program Leads for multiple projects. Identifies resources required to achieve project objectives. Establishes priorities, task assignments and ensures timely completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, policies, and procedures. Desired education is a Bachelor's degree in the area of specialty and 3-5 years of relevant experience, including supervisory and project management experience. (b)(4)

**3.1.5** Enters data from a variety of sources into systems, forms, reports, and scheduled for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Desired education is a bachelor's degree and 4-6 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to perform the functions of the job. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Works under general supervision. May report to an executive or manager. (b)(4)

### **3.2 RS01/Office of the Chief Financial Officer (CFO)**

**3.2.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.2.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

**Note:** For the period of (b)(4)

(b)(4)

**3.2.3** Enters data from a variety of sources into systems, forms, reports, and schedules for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Desired education is a bachelor's degree and 4-6 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to perform the functions of the job. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Works under general supervision. May report to an executive or manager.

(b)(4)

### **3.3 SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control**

**3.3.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

### **3.4 SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support**

**3.4.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.4.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a



related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

### **3.5 Travel**

Travel for this effort will be required on a recurring basis. Travel is cost reimbursable and funded separately from the firm-fixed-price labor price.

### **3.6 CS01/Office of Strategic Analysis and Communications**

**3.6.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager. A certain degree of creativity and latitude is required. (b)(4)



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1   2	
2. AMENDMENT/MODIFICATION NO. 000022		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (if applicable)		6. ISSUED BY CODE MSFC		7. ADMINISTERED BY (if other than Item 6) CODE MSFC	
NASA/Marshall Space Flight Center Office of Procurement Rita R James rita.r.james@nasa.gov Marshall Space Flight Center AL 35812		NASA/Marshall Space Flight Center Rita R. James Contract Specialist 256-961-0037 Marshall Space Flight Center AL 35812			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
CODE 035U7		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T 10B. DATED (SEE ITEM 13) 05/01/2011	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
x	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-1 Changes - Fixed Price (AUG 2010) Alternate I (APR 1984)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 2 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

1. The purposes of this modification are to:

a) Delete (b)(4) position under PWS 3.2.2/RS01 in the amount of (b)(4) for the period of (b)(4), as a result the task order value is decreased by (b)(4).

2. The following paragraph(s) has/have been modified. Slip-sheets to the contract are provided with sidebars indication change.

Clause 7 Consideration and Payment

Clause 12 Limitation of Funds

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) ROD DENTZ PROG MGR		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kimberly N Williams	
15B. CONTRACTOR/OFFEROR Ken Leutz (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	
15C. DATE SIGNED 6/25/13		16C. DATE SIGNED JUN 25 2013	

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000022	PAGE	OF
		2	2

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>3. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES:</p> <p>Total Amount for this Modification: (b)(4)</p> <p>New Total Amount for this Version: (b)(4)</p> <p>New Total Amount for this Award: (b)(4)</p> <p>Payment Terms:</p> <p>Net 30 days</p> <p>FOB: Destination</p>				

**TASK ORDER NNM11AA40T  
BUSINESS SUPPORT SERVICES**

IS01/ Office of the Chief Information Officer (CIO)  
RS01/Office of the Chief Financial Officer (CFO)  
SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control  
SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support  
CS01/Office of Strategic Analysis and Communications

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$5,757,245	(b)(4)		\$4,692,131

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2014.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

**5. PERFORMANCE SURVEYS**

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

**6. TECHNICAL DIRECTION**

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

**7. CONSIDERATION AND PAYMENT**

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

**NNM11AA40T Payment Schedule**

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	

		09/02/11	(b)(4)
		09/16/11	
		09/30/11	
		10/14/11	
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/27/12	
		05/11/12	
		05/25/12	
		06/08/12	
		06/22/12	
		07/06/12	
		07/20/12	
		08/03/12	
		08/17/12	
		08/31/12	
		09/14/12	
		09/28/12	
		10/12/12	
		10/26/12	
		11/09/12	
		11/23/12	
		12/07/12	
		12/21/12	
		01/04/13	
		01/18/13	
		02/01/13	
		02/15/13	

		03/01/13	(b)(4)
		03/15/13	
		03/29/13	
		04/12/13	
		04/26/13	
		05/10/13	
		05/24/13	
		06/07/13	
		06/21/13	
		<b>07/05/13</b>	
		07/19/13	
		08/02/13	
		08/16/13	
		08/30/13	
		09/13/13	
		09/27/13	
		10/11/13	
		10/25/13	
		11/08/13	
		11/22/13	
		12/06/13	
		12/20/13	
		01/03/14	
		01/17/14	
		01/31/14	
		02/14/14	
		02/28/14	
		03/14/14	
		03/28/14	
		04/11/14	
		04/30/14	
		Total Billing	<b>\$5,752,937</b>

## 8. SPECIAL ORDER REQUIREMENTS

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

**9. ORDER CLAUSES**

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

**10. OTHER TERMS AND CONDITIONS**

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

**11. ORDER OF PRECEDENCE**

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

**12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)  
(MAR 1989)**

- (a) Of the total price for effort provided under this Task Order, the sum of **\$4,692,131** is available for payment and allotted to this Task Order.
- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.
- (c)
  - (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through **October 11, 2013**.
  - (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.



- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
  - (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**



**Performance Work Statement  
Task Order NNM11AA40T, Business Support Services  
Contract NNM11AA30C**

## **1.0 INTRODUCTION**

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in the contract, NNM11AA30C, Acquisition and Business Support Services (ABSS), and with the terms and conditions as set forth in the contract and as supplemented in this Task Order.

## **2.0 PROGRAM MANAGEMENT**

The Contractor shall provide program management and control for this Task Order pursuant to PWS paragraph 2.0 of the contract. All plans and reports will be provided to the Government in accordance with the direction contained in the Data Procurement Document (DPD) 1321, Attachment J-2 to the contract, and as directed in paragraph 2.0 Program Management of the contract PWS.

## **3.0 BUSINESS SUPPORT**

### **3.1 IS01/Office of the Chief Information Officer (CIO)**

**3.1.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.1.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

### **3.1.3 RESERVED**

**3.1.4** Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. Reports to the Program Manager and works with the Program Manager and other Program Leads for multiple projects. Identifies resources required to achieve project objectives. Establishes priorities, task assignments and ensures timely completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, policies, and procedures. Desired education is a Bachelor's degree in the area of specialty and 3-5 years of relevant experience, including supervisory and project management experience. (b)(4)

**3.1.5** Enters data from a variety of sources into systems, forms, reports, and scheduled for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Desired education is a bachelor's degree and 4-6 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to perform the functions of the job. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Works under general supervision. May report to an executive or manager. (b)(4)

### **3.2 RS01/Office of the Chief Financial Officer (CFO)**

**3.2.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.2.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

**3.2.3** Enters data from a variety of sources into systems, forms, reports, and schedules for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Desired education is a bachelor's degree and 4-6 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to perform the functions of the job. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Works under general supervision. May report to an executive or manager.

(b)(4)

### **3.3 SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control**

**3.3.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

### **3.4 SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support**

**3.4.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.4.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a

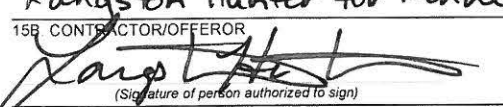
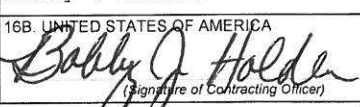
variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

### **3.5 Travel**

Travel for this effort will be required on a recurring basis. Travel is cost reimbursable and funded separately from the firm-fixed-price labor price.

### **3.6 CS01/Office of Strategic Analysis and Communications**

**3.6.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager. A certain degree of creativity and latitude is required. (b)(4)

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 000023		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE MSFC		7. ADMINISTERED BY (If other than Item 6) CODE MSFC	
NASA/Marshall Space Flight Center Office of Procurement Rita R James rita.r.james@nasa.gov Marshall Space Flight Center AL 35812		NASA/Marshall Space Flight Center Rita R. James Contract Specialist 256-961-0037 Marshall Space Flight Center AL 35812			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T	
CODE 035U7		FACILITY CODE		10B. DATED (SEE ITEM 13) 05/01/2011	
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule					
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>					
CHECK ONE					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: X FAR 52.243-1 Changes - Fixed Price (AUG 2010) Alternate I (APR 1984)					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return 2 copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)					
1. The purposes of this modification are to:					
a) Delete (b)(4) position under PWS 3.1.2/IS01 in the amount of (b)(4) for the period of (b)(4);					
b) Increase Support of (b)(4) position under PWS 3.1.2/IS01 in the amount of (b)(4) for the period of (b)(4).					
c) As a result of (a) through (b), the task order value is decreased by (b)(4) from (b)(4)					
Continued ...					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print) Langston Hunter for Ronhertz, Prog. Mgr.			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Bobby J Holden		
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)		15C. DATE SIGNED 7/30/13		16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	
				16C. DATE SIGNED 7/30/13	
NSN 7540-01-152-8070 Previous edition unusable			STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243		

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000023	PAGE OF 2 2
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NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>2. The following paragraph(s) has/have been modified. Slip-sheets to the contract are provided with sidebars indication change.</p> <p>Clause 7 Consideration and Payment Clause 12 Limitation of Funds</p> <p>3. Contractor's Statement of Release</p> <p>In consideration of the modification(s) agreed to herein as complete equitable adjustment for all claims arising out of or attributable to the issuance of the contract change(s) and/or contractor proposal(s) listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to said contract change(s) and/or contractor proposal(s), and for such additional obligations as may be required by this modification.</p> <p>Contract Change Identification: Task Order NNM11AA40T, Modification No. 23 against Contract NNM11AA30C. Contractor Proposal Number: ARCS Proposal dated July 24, 2013.</p> <p>4. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect. LIST OF CHANGES:</p> <p>Total Amount for this Modification: (b)(4) Current Obligation Value for this Award: \$4,692,131.00 New Total Amount for this Award: \$5,724,869.00</p> <p>CHANGES FOR DELIVERY LOCATION: MSFC Amount changed from \$2,010,107.00 to \$1,977,731.00</p> <p>Payment Terms: Net 30 days FOB: Destination</p>				



**TASK ORDER NNM11AA40T  
BUSINESS SUPPORT SERVICES**

IS01/ Office of the Chief Information Officer (CIO)  
RS01/Office of the Chief Financial Officer (CFO)  
SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control  
SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support  
CS01/Office of Strategic Analysis and Communications

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$5,724,869	(b)(4)		\$4,692,131

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2014.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

## 5. PERFORMANCE SURVEYS

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

## 6. TECHNICAL DIRECTION

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

## 7. CONSIDERATION AND PAYMENT

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

### NNM11AA40T Payment Schedule

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	



		09/02/11	(b)(4)
		09/16/11	
		09/30/11	
		10/14/11	
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
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		01/18/13	
		02/01/13	
		02/15/13	

		03/01/13	(b)(4)
		03/15/13	
		03/29/13	
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		05/10/13	
		05/24/13	
		06/07/13	
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		07/05/13	
		07/19/13	
		08/02/13	
		<b>08/16/13</b>	
		<b>08/30/13</b>	
		<b>09/13/13</b>	
		<b>09/27/13</b>	
		<b>10/11/13</b>	
		<b>10/25/13</b>	
		<b>11/08/13</b>	
		<b>11/22/13</b>	
		<b>12/06/13</b>	
		<b>12/20/13</b>	
		<b>01/03/14</b>	
		<b>01/17/14</b>	
		<b>01/31/14</b>	
		<b>02/14/14</b>	
		<b>02/28/14</b>	
		<b>03/14/14</b>	
		<b>03/28/14</b>	
		<b>04/11/14</b>	
		<b>04/30/14</b>	
		<b>Total Billing</b>	<b>\$5,720,561</b>

## 8. SPECIAL ORDER REQUIREMENTS

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

**9. ORDER CLAUSES**

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

**10. OTHER TERMS AND CONDITIONS**

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

**11. ORDER OF PRECEDENCE**

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

**12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)  
(MAR 1989)**

- (a) Of the total price for effort provided under this Task Order, the sum of \$4,692,131 is available for payment and allotted to this Task Order.
- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.
- (c)
  - (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through October 11, 2013.
  - (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.

- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
- (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**

**Performance Work Statement  
Task Order NNM11AA40T, Business Support Services  
Contract NNM11AA30C**

## **1.0 INTRODUCTION**

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in the contract, NNM11AA30C, Acquisition and Business Support Services (ABSS), and with the terms and conditions as set forth in the contract and as supplemented in this Task Order.

## **2.0 PROGRAM MANAGEMENT**

The Contractor shall provide program management and control for this Task Order pursuant to PWS paragraph 2.0 of the contract. All plans and reports will be provided to the Government in accordance with the direction contained in the Data Procurement Document (DPD) 1321, Attachment J-2 to the contract, and as directed in paragraph 2.0 Program Management of the contract PWS.

## **3.0 BUSINESS SUPPORT**

### **3.1 IS01/Office of the Chief Information Officer (CIO)**

**3.1.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.1.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

(b)(4)

### **3.1.3 RESERVED**

**3.1.4** Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. Reports to the Program Manager and works with the Program Manager and other Program Leads for multiple projects. Identifies resources required to achieve project objectives. Establishes priorities, task assignments and ensures timely completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, policies, and procedures. Desired education is a Bachelor's degree in the area of specialty and 3-5 years of relevant experience, including supervisory and project management experience. (b)(4)

**3.1.5** Enters data from a variety of sources into systems, forms, reports, and scheduled for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Desired education is a bachelor's degree and 4-6 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to perform the functions of the job. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Works under general supervision. May report to an executive or manager. (b)(4)

### **3.2 RS01/Office of the Chief Financial Officer (CFO)**

**3.2.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.2.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

**3.2.3** Enters data from a variety of sources into systems, forms, reports, and schedules for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Desired education is a bachelor's degree and 4-6 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to perform the functions of the job. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Works under general supervision. May report to an executive or manager.

(b)(4)

### **3.3 SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control**

**3.3.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager.

(b)(4)

### **3.4 SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support**

**3.4.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected.

(b)(4)

**3.4.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a



variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)


### **3.5 Travel**

Travel for this effort will be required on a recurring basis. Travel is cost reimbursable and funded separately from the firm-fixed-price labor price.

### **3.6 CS01/Office of Strategic Analysis and Communications**

**3.6.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager. A certain degree of creativity and latitude is required. (b)(4)



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1      2	
2. AMENDMENT/MODIFICATION NO. 000024		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE MSFC		7. ADMINISTERED BY (If other than Item 6) CODE MSFC	
NASA/Marshall Space Flight Center Office of Procurement Rita R James rita.r.james@nasa.gov Marshall Space Flight Center AL 35812		NASA/Marshall Space Flight Center Rita R. James Contract Specialist 256-961-0037 Marshall Space Flight Center AL 35812			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		(x) 9A. AMENDMENT OF SOLICITATION NO.  9B. DATED (SEE ITEM 11)  x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T 10B. DATED (SEE ITEM 13) 05/01/2011			
CODE 035U7      FACILITY CODE		11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS			
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule		Net Increase: \$32,387.00			
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).				
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: NFS 1852.232-77 Limitation of Funds (Fixed Price Contract) (Mar 1989)				
	D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not. <input type="checkbox"/> is required to sign this document and return 0 copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)					
1. The purposes of this modification are to:					
a) Provide incremental funding in the amount of \$32,387; thereby increasing the total funding allotted to this task order from \$4,692,131 to \$4,724,518, pursuant to the "Limitation of Funds" Clause.					
b) The fund through date remains October 11, 2013.					
2. The following paragraph(s) has/have been modified. Slip-sheets to the contract are provided with sidebars indication change.					
Continued ...					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
		Bobby J Holden			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA	
(Signature of person authorized to sign)				 (Signature of Contracting Officer)	
				16C. DATE SIGNED 9/5/13	

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000024	PAGE 2	OF 2
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NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Clause 12 Limitation of Funds</p> <p>3. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES:</p> <p>Obligated Amount for this Modification: \$32,387.00 New Total Obligated Amount for this Award: \$4,724,518.00 Current Task Order Value for this Award: \$5,724,869.00</p> <p>PR 4200489275 NEW ACCOUNTING CODE ADDED: Account code: 62SF01/6100.2520/62/FC000000/006220.01.01.02/000/2520/62/EXPX22013D/719V/8013/140124/1/2 Cost Center 62SF01 GL Account 6100.2520 Order FC000000 WBS Element1 006220.01.01.02 WBS Element2 Network Activity Earmarked Funds Item Number 000 Commitment Item 2520 Funds Center 62 Fund EXPX22013D Functional Area 719V Appropriation 8013/140124 Amount: \$32,387.00</p> <p>Payment Terms: Net 30 days FOB: Destination</p>				

**TASK ORDER NNM11AA40T  
BUSINESS SUPPORT SERVICES**

IS01/ Office of the Chief Information Officer (CIO)  
RS01/Office of the Chief Financial Officer (CFO)  
SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control  
SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support  
CS01/Office of Strategic Analysis and Communications

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$5,724,869	(b)(4)		\$4,724,518

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2014.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

## 5. PERFORMANCE SURVEYS

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

## 6. TECHNICAL DIRECTION

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

## 7. CONSIDERATION AND PAYMENT

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

**NNM11AA40T Payment Schedule**

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	

		09/02/11	(b)(4)
		09/16/11	
		09/30/11	
		10/14/11	
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/27/12	
		05/11/12	
		05/25/12	
		06/08/12	
		06/22/12	
		07/06/12	
		07/20/12	
		08/03/12	
		08/17/12	
		08/31/12	
		09/14/12	
		09/28/12	
		10/12/12	
		10/26/12	
		11/09/12	
		11/23/12	
		12/07/12	
		12/21/12	
		01/04/13	
		01/18/13	
		02/01/13	
		02/15/13	

		03/01/13	(b)(4)
		03/15/13	
		03/29/13	
		04/12/13	
		04/26/13	
		05/10/13	
		05/24/13	
		06/07/13	
		06/21/13	
		07/05/13	
		07/19/13	
		08/02/13	
		08/16/13	
		08/30/13	
		09/13/13	
		09/27/13	
		10/11/13	
		10/25/13	
		11/08/13	
		11/22/13	
		12/06/13	
		12/20/13	
		01/03/14	
		01/17/14	
		01/31/14	
		02/14/14	
		02/28/14	
		03/14/14	
		03/28/14	
		04/11/14	
		04/30/14	
		Total Billing	\$5,720,561

## 8. SPECIAL ORDER REQUIREMENTS

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

9. **ORDER CLAUSES**

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

10. **OTHER TERMS AND CONDITIONS**

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

11. **ORDER OF PRECEDENCE**

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

12. **1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)  
(MAR 1989)**

- (a) Of the total price for effort provided under this Task Order, the sum of \$4,724,518 is available for payment and allotted to this Task Order.
- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.
- (c)
  - (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through October 11, 2013.
  - (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.

- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
  - (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1      2									
2. AMENDMENT/MODIFICATION NO. 000025		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule									
5. PROJECT NO. (If applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Office of Procurement Rita R James rita.r.james@nasa.gov Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Rita R. James Contract Specialist 256-961-0037 Marshall Space Flight Center AL 35812									
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)									
CODE 035U7		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T 10B. DATED (SEE ITEM 13) 05/01/2011									
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>													
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.													
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule													
Net Increase: \$64,774.00													
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">CHECK ONE</td> <td>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</td> </tr> <tr> <td></td> <td>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</td> </tr> <tr> <td style="text-align: center;">X</td> <td>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: NFS 1852.232-77 Limitation of Funds (Fixed Price Contract) (Mar 1989)</td> </tr> <tr> <td></td> <td>D. OTHER (Specify type of modification and authority)</td> </tr> </table>						CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).	X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: NFS 1852.232-77 Limitation of Funds (Fixed Price Contract) (Mar 1989)		D. OTHER (Specify type of modification and authority)
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.												
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).												
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: NFS 1852.232-77 Limitation of Funds (Fixed Price Contract) (Mar 1989)												
	D. OTHER (Specify type of modification and authority)												
<b>E. IMPORTANT:</b> Contractor <input checked="" type="checkbox"/> is not. <input type="checkbox"/> is required to sign this document and return _____ 0 _____ copies to the issuing office.													
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)													
1. The purposes of this modification are to:													
a) Provide incremental funding in the amount of \$64,774; thereby increasing the total funding allotted to this task order from \$4,724,518 to \$4,789,292, pursuant to the "Limitation of Funds" Clause.													
b) Extend the anticipated funded through date from October 11, 2013 to October 25, 2013.													
2. The following paragraph(s) has/have been modified. Slip-sheets to the contract are provided with sidebars indication change.													
Continued ...													
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.													
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		16C. DATE SIGNED									
		Kimberly N Williams		OCT 18 2013									
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA									
(Signature of person authorized to sign)				(Signature of Contracting Officer)									

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000025	PAGE	OF
		2	2

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>2 Clause 12 Limitation of Funds</p> <p>3. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect. LIST OF CHANGES:</p> <p>Obligated Amount for this Modification: \$64,774.00 New Total Obligated Amount for this Award: \$4,789,292.00 Current Task Order Value Amount for this Award: \$5,724,869.00</p> <p>PR 4200491413 NEW ACCOUNTING CODE ADDED: Account code: 62SF01/6100.2520/62/FC000000/006220.01.01.02/000/2520/62/EXPX22013D/719V/8013/140124/1/2 Cost Center 62SF01 GL Account 6100.2520 Order FC000000 WBS Element1 006220.01.01.02 WBS Element2 Network Activity Earmarked Funds Item Number 000 Commitment Item 2520 Funds Center 62 Fund EXPX22013D Functional Area 719V Appropriation 8013/140124 Amount: \$64,774.00</p> <p>Payment Terms: Net 30 days FOB: Destination</p>				

**TASK ORDER NNM11AA40T  
BUSINESS SUPPORT SERVICES**

IS01/ Office of the Chief Information Officer (CIO)  
RS01/Office of the Chief Financial Officer (CFO)  
SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control  
SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support  
CS01/Office of Strategic Analysis and Communications

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$5,724,869	(b)(4)		\$4,789,292

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2014.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

## 5. PERFORMANCE SURVEYS

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

## 6. TECHNICAL DIRECTION

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

## 7. CONSIDERATION AND PAYMENT

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

**NNM11AA40T Payment Schedule**

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	

		09/02/11	(b)(4)
		09/16/11	
		09/30/11	
		10/14/11	
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/27/12	
		05/11/12	
		05/25/12	
		06/08/12	
		06/22/12	
		07/06/12	
		07/20/12	
		08/03/12	
		08/17/12	
		08/31/12	
		09/14/12	
		09/28/12	
		10/12/12	
		10/26/12	
		11/09/12	
		11/23/12	
		12/07/12	
		12/21/12	
		01/04/13	
		01/18/13	
		02/01/13	
		02/15/13	

		03/01/13	(b)(4)
		03/15/13	
		03/29/13	
		04/12/13	
		04/26/13	
		05/10/13	
		05/24/13	
		06/07/13	
		06/21/13	
		07/05/13	
		07/19/13	
		08/02/13	
		08/16/13	
		08/30/13	
		09/13/13	
		09/27/13	
		10/11/13	
		10/25/13	
		11/08/13	
		11/22/13	
		12/06/13	
		12/20/13	
		01/03/14	
		01/17/14	
		01/31/14	
		02/14/14	
		02/28/14	
		03/14/14	
		03/28/14	
		04/11/14	
		04/30/14	
		Total Billing	\$5,720,561

#### 8. SPECIAL ORDER REQUIREMENTS

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

9. **ORDER CLAUSES**

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

10. **OTHER TERMS AND CONDITIONS**

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

11. **ORDER OF PRECEDENCE**

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

12. **1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)  
(MAR 1989)**

- (a) Of the total price for effort provided under this Task Order, the sum of \$4,789,292 is available for payment and allotted to this Task Order.
- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.
- (c) (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through October 25, 2013.
- (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.



- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
- (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 000026		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE MSFC		7. ADMINISTERED BY (If other than Item 6) CODE MSFC	
NASA/Marshall Space Flight Center Office of Procurement Rita R James rita.r.james@nasa.gov Marshall Space Flight Center AL 35812		NASA/Marshall Space Flight Center Rita R. James Contract Specialist 256-961-0037 Marshall Space Flight Center AL 35812			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T	
				10B. DATED (SEE ITEM 13) 05/01/2011	
CODE 035U7		FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Schedule  
Net Increase: \$71,023.00

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
x	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: NFS 1852.232-77 Limitation of Funds (Fixed Price Contract) (Mar 1989)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return 0 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

1. The purposes of this modification are to:


a) Provide incremental funding in the amount of \$71,023; thereby increasing the total funding allotted to this task order from \$4,789,292 to \$4,860,315, pursuant to the "Limitation of Funds" Clause.

b) Extend the anticipated funded through date from October 25, 2013 to November 8, 2013.

c) Changed Contracting Officer from Kimberly N Williams to Rita R James.

2. The following paragraph(s) has/have been modified. Slip-sheets to the contract are Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) RITA R. JAMES	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 10/25/2013

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000026	PAGE	OF
		2	3

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>provided with sidebars indication change.</p> <p>Clause 12 Limitation of Funds</p> <p>3. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES:</p> <p>Obligated Amount for this Modification: \$71,023.00 New Total Obligated Amount for this Award: \$4,860,315.00 Current Task Order Value for this Award: \$5,724,869.00</p> <p>Changed Contracting Officer from Kimberly N Williams to Rita R James.</p> <p>PR 4200493287 NEW ACCOUNTING CODE ADDED: Account code: 62RS01/6100.2520/62/FC000000/736466.01.06.08.01/00 0/2520/62/CASX22014D/361N/8014/150122/1/2 Cost Center 62RS01 GL Account 6100.2520 Order FC000000 WBS Element1 736466.01.06.08.01 WBS Element2 Network Activity Earmarked Funds Item Number 000 Commitment Item 2520 Funds Center 62 Fund CASX22014D Functional Area 361N Appropriation 8014/150122 Amount: \$55,000.00</p> <p>pr 4200493361 NEW ACCOUNTING CODE ADDED: Account code: 62CS01/6100.2520/62/FC000000/736466.01.08.08.04/00 0/2520/62/CASX22014D/361N/8014/150122/1/2 Cost Center 62CS01 GL Account 6100.2520 Order FC000000 WBS Element1 736466.01.08.08.04 WBS Element2 Network Continued ...</p>				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000026	PAGE	OF
		3	3

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Activity Earmarked Funds Item Number 000 Commitment Item 2520 Funds Center 62 Fund CASX22014D Functional Area 361N Appropriation 8014/150122 Amount: \$16,023.00  Payment Terms: Net 30 days FOB: Destination				

**TASK ORDER NNM11AA40T  
BUSINESS SUPPORT SERVICES**

IS01/ Office of the Chief Information Officer (CIO)  
RS01/Office of the Chief Financial Officer (CFO)  
SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control  
SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support  
CS01/Office of Strategic Analysis and Communications

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$5,724,869	(b)(4)		\$4,860,315

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2014.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

**5. PERFORMANCE SURVEYS**

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

**6. TECHNICAL DIRECTION**

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

**7. CONSIDERATION AND PAYMENT**

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

**NNM11AA40T Payment Schedule**

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	

		09/02/11	(b)(4)
		09/16/11	
		09/30/11	
		10/14/11	
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/27/12	
		05/11/12	
		05/25/12	
		06/08/12	
		06/22/12	
		07/06/12	
		07/20/12	
		08/03/12	
		08/17/12	
		08/31/12	
		09/14/12	
		09/28/12	
		10/12/12	
		10/26/12	
		11/09/12	
		11/23/12	
		12/07/12	
		12/21/12	
		01/04/13	
		01/18/13	
		02/01/13	
		02/15/13	

		03/01/13	(b)(4)	
		03/15/13		
		03/29/13		
		04/12/13		
		04/26/13		
		05/10/13		
		05/24/13		
		06/07/13		
		06/21/13		
		07/05/13		
		07/19/13		
		08/02/13		
		08/16/13		
		08/30/13		
		09/13/13		
		09/27/13		
		10/11/13		
		10/25/13		
		11/08/13		
		11/22/13		
		12/06/13		
		12/20/13		
		01/03/14		
		01/17/14		
		01/31/14		
		02/14/14		
		02/28/14		
		03/14/14		
		03/28/14		
		04/11/14		
		04/30/14		
		Total Billing	\$5,720,561	

## 8. SPECIAL ORDER REQUIREMENTS

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.



**9. ORDER CLAUSES**

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

**10. OTHER TERMS AND CONDITIONS**

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

**11. ORDER OF PRECEDENCE**

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

**12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)  
(MAR 1989)**

- (a) Of the total price for effort provided under this Task Order, the sum of \$4,860,315 is available for payment and allotted to this Task Order.
- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.
- (c)
  - (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through November 8, 2013.
  - (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.



- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
  - (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 000027		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE MSFC		7. ADMINISTERED BY (If other than Item 6) CODE MSFC	
NASA/Marshall Space Flight Center Office of Procurement Rita R James rita.r.james@nasa.gov Marshall Space Flight Center AL 35812		NASA/Marshall Space Flight Center Rita R. James Contract Specialist 256-961-0037 Marshall Space Flight Center AL 35812			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T	
				10B. DATED (SEE ITEM 13) 05/01/2011	
CODE 035U7		FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$345,226.00  
See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: NFS 1852.232-77 Limitation of Funds (Fixed Price Contract) (Mar 1989)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return 0 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

1. The purposes of this modification are to:

- Provide incremental funding in the amount of \$345,226; thereby increasing the total funding allotted to this task order from \$4,860,315 to \$5,205,541, pursuant to the "Limitation of Funds" Clause.
- Extend the anticipated funded through date from November 8, 2013 to January 17, 2014.

2. The following paragraph(s) has/have been modified. Slip-sheets to the contract are provided with sidebars indication change.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) RITA R. JAMES	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA <i>Rita R. James</i> (Signature of Contracting Officer)	16C. DATE SIGNED 11/5/2013

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
NNM11AA30C/NNM11AA40T/000027PAGE OF  
2 3NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Clause 12 Limitation of Funds</p> <p>3. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES:</p> <p>Obligated Amount for this Modification: \$345,226.00</p> <p>New Total Obligated Amount for this Award: \$5,205,541.00</p> <p>Current Task Order Value for this Award: \$5,724,869.00</p> <p>PR 4200494144</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code: 62IS40/6100.2520/62/FC000000/361065.07.02.01/000/2520/62/EXCX22014D/761A/8014/150115/1/2</p> <p>Cost Center 62IS40</p> <p>GL Account 6100.2520</p> <p>Order FC000000</p> <p>WBS Element1 361065.07.02.01</p> <p>WBS Element2</p> <p>Network</p> <p>Activity</p> <p>Earmarked Funds</p> <p>Item Number 000</p> <p>Commitment Item 2520</p> <p>Funds Center 62</p> <p>Fund EXCX22014D</p> <p>Functional Area 761A</p> <p>Appropriation 8014/150115</p> <p>Amount: \$68,599.00</p> <p>PR 4200493789</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code: 62IS01/6100.2520/62/FC000000/736466.07.10.08/000/2520/62/CASX22014D/361N/8014/150122/1/2</p> <p>Cost Center 62IS01</p> <p>GL Account 6100.2520</p> <p>Order FC000000</p> <p>WBS Element1 736466.07.10.08</p> <p>WBS Element2</p> <p>Network</p> <p>Activity</p> <p>Earmarked Funds</p> <p>Item Number 000</p> <p>Commitment Item 2520</p> <p>Continued ...</p>				

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
NNM11AA30C/NNM11AA40T/000027

PAGE 3 OF 3

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Funds Center 62 Fund CASX22014D Functional Area 361N Appropriation 8014/150122 Amount: \$276,627.00  Payment Terms: Net 30 days FOB: Destination				

**TASK ORDER NNM11AA40T  
BUSINESS SUPPORT SERVICES**

IS01/ Office of the Chief Information Officer (CIO)  
RS01/Office of the Chief Financial Officer (CFO)  
SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control  
SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support  
CS01/Office of Strategic Analysis and Communications

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$5,724,869	(b)(4)		\$5,205,541

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2014.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

**5. PERFORMANCE SURVEYS**

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

**6. TECHNICAL DIRECTION**

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

**7. CONSIDERATION AND PAYMENT**

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

**NNM11AA40T Payment Schedule**

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	

		09/02/11	(b)(4)
		09/16/11	
		09/30/11	
		10/14/11	
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/27/12	
		05/11/12	
		05/25/12	
		06/08/12	
		06/22/12	
		07/06/12	
		07/20/12	
		08/03/12	
		08/17/12	
		08/31/12	
		09/14/12	
		09/28/12	
		10/12/12	
		10/26/12	
		11/09/12	
		11/23/12	
		12/07/12	
		12/21/12	
		01/04/13	
		01/18/13	
		02/01/13	
		02/15/13	

		03/01/13	(b)(4)	
		03/15/13		
		03/29/13		
		04/12/13		
		04/26/13		
		05/10/13		
		05/24/13		
		06/07/13		
		06/21/13		
		07/05/13		
		07/19/13		
		08/02/13		
		08/16/13		
		08/30/13		
		09/13/13		
		09/27/13		
		10/11/13		
		10/25/13		
		11/08/13		
		11/22/13		
		12/06/13		
		12/20/13		
		01/03/14		
		01/17/14		
		01/31/14		
		02/14/14		
		02/28/14		
		03/14/14		
		03/28/14		
		04/11/14		
		04/30/14		
		Total Billing	\$5,720,561	

## 8. SPECIAL ORDER REQUIREMENTS

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.



9. **ORDER CLAUSES**

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

10. **OTHER TERMS AND CONDITIONS**

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

11. **ORDER OF PRECEDENCE**

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

12. **1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)  
(MAR 1989)**

- (a) Of the total price for effort provided under this Task Order, the sum of \$5,205,541 is available for payment and allotted to this Task Order.
- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.
- (c)
  - (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through January 17, 2014.
  - (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.

- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
- (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 000028		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE MSFC		7. ADMINISTERED BY (If other than Item 6) CODE MSFC	
NASA/Marshall Space Flight Center Office of Procurement Rita R James rita.r.james@nasa.gov Marshall Space Flight Center AL 35812		NASA/Marshall Space Flight Center Rita R. James Contract Specialist 256-961-0037 Marshall Space Flight Center AL 35812			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T	
				10B. DATED (SEE ITEM 13) 05/01/2011	
CODE 035U7		FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Schedule  
Net Increase: \$295,785.00

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
x	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: NFS 1852.232-77 Limitation of Funds (Fixed Price Contract) (Mar 1989)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return \_\_\_\_\_ 0 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

1. The purposes of this modification are to:


a) Provide incremental funding in the amount of \$295,785; thereby increasing the total funding allotted to this task order from \$5,205,541 to \$5,501,326, pursuant to the "Limitation of Funds" Clause.

b) Extend the anticipated funded through date from January 17, 2014 to March 14, 2014.

2. The following paragraph(s) has/have been modified. Slip-sheets to the contract are provided with sidebars indication change.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) RITA R. JAMES	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 12/3/2013

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Clause 12 Limitation of Funds</p> <p>3. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES:</p> <p>Obligated Amount for this Modification: \$295,785.00</p> <p>New Total Obligated Amount for this Award: \$5,501,326.00</p> <p>Current Task Order Value for this Award: \$5,724,869.00</p> <p>PR 4200496457</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code: 62RS01/6100.2520/62/FC000000/736466.01.06.08.01/00 0/2520/62/CASX22014D/361N/8014/150122/1/2</p> <p>Cost Center 62RS01</p> <p>GL Account 6100.2520</p> <p>Order FC000000</p> <p>WBS Element1 736466.01.06.08.01</p> <p>WBS Element2</p> <p>Network</p> <p>Activity</p> <p>Earmarked Funds</p> <p>Item Number 000</p> <p>Commitment Item 2520</p> <p>Funds Center 62</p> <p>Fund CASX22014D</p> <p>Functional Area 361N</p> <p>Appropriation 8014/150122</p> <p>Amount: \$263,585.00</p> <p>PR 4200496611</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code: 62CS01/6100.2520/62/FC000000/736466.01.08.08.04/00 0/2520/62/CASX22014D/361N/8014/150122/1/2</p> <p>Cost Center 62CS01</p> <p>GL Account 6100.2520</p> <p>Order FC000000</p> <p>WBS Element1 736466.01.08.08.04</p> <p>WBS Element2</p> <p>Network</p> <p>Activity</p> <p>Earmarked Funds</p> <p>Item Number 000</p> <p>Commitment Item 2520</p> <p>Continued ...</p>				

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
NNM11AA30C/NNM11AA40T/000028PAGE OF  
3 3NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Funds Center 62 Fund CASX22014D Functional Area 361N Appropriation 8014/150122 Amount: \$16,000.00  NEW ACCOUNTING CODE ADDED: Account code: 62SF01/6100.2520/62/FC000000/006220.01.01.02/000/2 520/62/EXPX22014D/719V/8014/150124/2/3 Cost Center 62SF01 GL Account 6100.2520 Order FC000000 WBS Element1 006220.01.01.02 WBS Element2 Network Activity Earmarked Funds Item Number 000 Commitment Item 2520 Funds Center 62 Fund EXPX22014D Functional Area 719V Appropriation 8014/150124 Amount: \$16,200.00  Payment Terms: Net 30 days FOB: Destination				

**TASK ORDER NNM11AA40T  
BUSINESS SUPPORT SERVICES**

IS01/ Office of the Chief Information Officer (CIO)  
RS01/Office of the Chief Financial Officer (CFO)  
SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control  
SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support  
CS01/Office of Strategic Analysis and Communications

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$5,724,869	(b)(4)		\$5,501,326

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2014.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

**5. PERFORMANCE SURVEYS**

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

**6. TECHNICAL DIRECTION**

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

**7. CONSIDERATION AND PAYMENT**

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

**NNM11AA40T Payment Schedule**

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	

		09/02/11	(b)(4)
		09/16/11	
		09/30/11	
		10/14/11	
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/27/12	
		05/11/12	
		05/25/12	
		06/08/12	
		06/22/12	
		07/06/12	
		07/20/12	
		08/03/12	
		08/17/12	
		08/31/12	
		09/14/12	
		09/28/12	
		10/12/12	
		10/26/12	
		11/09/12	
		11/23/12	
		12/07/12	
		12/21/12	
		01/04/13	
		01/18/13	
		02/01/13	
		02/15/13	



		03/01/13	(b)(4)
		03/15/13	
		03/29/13	
		04/12/13	
		04/26/13	
		05/10/13	
		05/24/13	
		06/07/13	
		06/21/13	
		07/05/13	
		07/19/13	
		08/02/13	
		08/16/13	
		08/30/13	
		09/13/13	
		09/27/13	
		10/11/13	
		10/25/13	
		11/08/13	
		11/22/13	
		12/06/13	
		12/20/13	
		01/03/14	
		01/17/14	
		01/31/14	
		02/14/14	
		02/28/14	
		03/14/14	
		03/28/14	
		04/11/14	
		04/30/14	
		Total Billing	\$5,720,561

## 8. SPECIAL ORDER REQUIREMENTS

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

9. **ORDER CLAUSES**

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

10. **OTHER TERMS AND CONDITIONS**

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

11. **ORDER OF PRECEDENCE**

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

12. **1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)  
(MAR 1989)**

- (a) Of the total price for effort provided under this Task Order, the sum of \$5,501,326 is available for payment and allotted to this Task Order.
- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.
- (c) (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through March 14, 2014.
- (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.

- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
  - (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1   3	
2. AMENDMENT/MODIFICATION NO. 000029		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Office of Procurement Rita R James rita.r.james@nasa.gov Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Rita R. James Contract Specialist 256-961-0037 Marshall Space Flight Center AL 35812	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		9A. AMENDMENT OF SOLICITATION NO. (x)		9B. DATED (SEE ITEM 11)	
10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T		10B. DATED (SEE ITEM 13) 05/01/2011		11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS	
CODE 035U7		FACILITY CODE			

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Schedule  
Net Increase: \$158,808.00

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: NFS 1852.232-77 Limitation of Funds (Fixed Price Contract) (Mar 1989)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return \_\_\_\_\_ 0 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

1. The purposes of this modification are to:

a) Provide incremental funding in the amount of \$158,808; thereby increasing the total funding allotted to this task order from \$5,501,326 to \$5,660,134, pursuant to the "Limitation of Funds" Clause.

b) Extend the anticipated funded through date from March 17, 2014 to April 11, 2014.

2. The following paragraph(s) has/have been modified. Slip-sheets to the contract are provided with sidebars indication change.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) RITA R. JAMES		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) RITA R. JAMES	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	
15C. DATE SIGNED		16C. DATE SIGNED 1/19/2014	

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
NNM11AA30C/NNM11AA40T/000029

PAGE 2 OF 3

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Clause 12 Limitation of Funds</p> <p>3. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES:</p> <p>Obligated Amount for this Modification: \$158,808.00</p> <p>New Total Obligated Amount for this Award: \$5,660,134.00</p> <p>Current Task Order Value for this Award: \$5,724,869.00</p> <p>PR 4200500518</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code: 62CS01/6100.2520/62/FC000000/736466.01.08.08.04/00 0/2520/62/CASX22014D/361N/8014/150122/2/3</p> <p>Cost Center 62CS01</p> <p>GL Account 6100.2520</p> <p>Order FC000000</p> <p>WBS Element1 736466.01.08.08.04</p> <p>WBS Element2</p> <p>Network</p> <p>Activity</p> <p>Earmarked Funds</p> <p>Item Number 000</p> <p>Commitment Item 2520</p> <p>Funds Center 62</p> <p>Fund CASX22014D</p> <p>Functional Area 361N</p> <p>Appropriation 8014/150122</p> <p>Amount: \$24,052.00</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code: 62IS40/6100.2520/62/FC000000/361065.07.02.01/000/2 520/62/EXCX22014D/761A/8014/150115/1/2</p> <p>Cost Center 62IS40</p> <p>GL Account 6100.2520</p> <p>Order FC000000</p> <p>WBS Element1 361065.07.02.01</p> <p>WBS Element2</p> <p>Network</p> <p>Activity</p> <p>Earmarked Funds</p> <p>Item Number 000</p> <p>Commitment Item 2520</p> <p>Funds Center 62</p> <p>Fund EXCX22014D</p> <p>Continued ...</p>				

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
NNM11AA30C/NNM11AA40T/000029PAGE OF  
3 3NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Functional Area 761A Appropriation 8014/150115 Amount: \$56,499.00  PR 4200500175 NEW ACCOUNTING CODE ADDED: Account code: 62SF01/6100.2520/62/FC000000/006220.01.01.02/000/2 520/62/EXPX22014D/719V/8014/150124/1/2 Cost Center 62SF01 GL Account 6100.2520 Order FC000000 WBS Element1 006220.01.01.02 WBS Element2 Network Activity Earmarked Funds Item Number 000 Commitment Item 2520 Funds Center 62 Fund EXPX22014D Functional Area 719V Appropriation 8014/150124 Amount: \$48,600.00  PR 4200500913 NEW ACCOUNTING CODE ADDED: Account code: 62IS70/6100.2520/62/FC000000/884160.01.50.02.08/00 0/2520/62/CASX22014D/922A/8014/150122/1/2 Cost Center 62IS70 GL Account 6100.2520 Order FC000000 WBS Element1 884160.01.50.02.08 WBS Element2 Network Activity Earmarked Funds Item Number 000 Commitment Item 2520 Funds Center 62 Fund CASX22014D Functional Area 922A Appropriation 8014/150122 Amount: \$29,657.00  Payment Terms: Net 30 days FOB: Destination				

**TASK ORDER NNM11AA40T  
BUSINESS SUPPORT SERVICES**

IS01/ Office of the Chief Information Officer (CIO)  
RS01/Office of the Chief Financial Officer (CFO)  
SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control  
SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support  
CS01/Office of Strategic Analysis and Communications

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$5,724,869	(b)(4)		\$5,660,134

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2014.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

**5. PERFORMANCE SURVEYS**

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

**6. TECHNICAL DIRECTION**

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

**7. CONSIDERATION AND PAYMENT**

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

**NNM11AA40T Payment Schedule**

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	



		09/02/11	(b)(4)
		09/16/11	
		09/30/11	
		10/14/11	
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/27/12	
		05/11/12	
		05/25/12	
		06/08/12	
		06/22/12	
		07/06/12	
		07/20/12	
		08/03/12	
		08/17/12	
		08/31/12	
		09/14/12	
		09/28/12	
		10/12/12	
		10/26/12	
		11/09/12	
		11/23/12	
		12/07/12	
		12/21/12	
		01/04/13	
		01/18/13	
		02/01/13	
		02/15/13	

		03/01/13	(b)(4)	
		03/15/13		
		03/29/13		
		04/12/13		
		04/26/13		
		05/10/13		
		05/24/13		
		06/07/13		
		06/21/13		
		07/05/13		
		07/19/13		
		08/02/13		
		08/16/13		
		08/30/13		
		09/13/13		
		09/27/13		
		10/11/13		
		10/25/13		
		11/08/13		
		11/22/13		
		12/06/13		
		12/20/13		
		01/03/14		
		01/17/14		
		01/31/14		
		02/14/14		
		02/28/14		
		03/14/14		
		03/28/14		
		04/11/14		
		04/30/14		
		Total Billing	\$5,720,561	

## 8. SPECIAL ORDER REQUIREMENTS

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

**9. ORDER CLAUSES**

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

**10. OTHER TERMS AND CONDITIONS**

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

**11. ORDER OF PRECEDENCE**

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

**12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)  
(MAR 1989)**

- (a) Of the total price for effort provided under this Task Order, the sum of \$5,660,134 is available for payment and allotted to this Task Order.
- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.
- (c)
  - (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through April 11, 2014.
  - (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.

- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
  - (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 000030		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Office of Procurement Rita R James rita.r.james@nasa.gov Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Rita R. James Contract Specialist 256-961-0037 Marshall Space Flight Center AL 35812	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		(x) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE 035U7 FACILITY CODE		x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T		10B. DATED (SEE ITEM 13) 05/01/2011	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Schedule Net Increase: \$64,735.00

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
x	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: NFS 1852.232-77 Limitation of Funds
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return 0 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

1. The purposes of this modification are to:

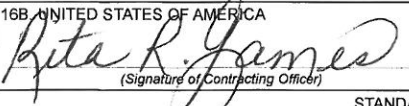
a) Provide incremental funding in the amount of \$64,735; thereby increasing the total funding allotted to this task order from \$5,660,134 to \$5,724,869, pursuant to the "Limitation of Funds" Clause.

b) Extend the anticipated funded through date from April 11, 2014 to April 30, 2014, fully funding the Task Order.

2. The following paragraph(s) has/have been modified. Slip-sheets to the contract are provided with sidebars indication change.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) RITA R. JAMES	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 3/20/2014

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
NNM11AA30C/NNM11AA40T/000030PAGE OF  
2 2NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Clause 12 Limitation of Funds</p> <p>3. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES:</p> <p>New Total Amount for this Award: \$5,724,869.00 Obligated Amount for this Modification: \$64,735.00 New Total Obligated Amount for this Award: \$5,724,869.00 Current Task Order Value for this Award: \$5,724,869.00</p> <p>PR 4200506543 NEW ACCOUNTING CODE ADDED: Account code: 62SF01/6100.2520/62/FC000000/006220.01.01.02/000/2 520/62/EXPX22014D/719V/8014/150124/1/2 Cost Center 62SF01 GL Account 6100.2520 Order FC000000 WBS Element1 006220.01.01.02 WBS Element2 Network Activity Earmarked Funds Item Number 000 Commitment Item 2520 Funds Center 62 Fund EXPX22014D Functional Area 719V Appropriation 8014/150124 Amount: \$64,735.00</p> <p>Payment Terms: Net 30 days FOB: Destination</p>				

**TASK ORDER NNM11AA40T  
BUSINESS SUPPORT SERVICES**

IS01/ Office of the Chief Information Officer (CIO)  
RS01/Office of the Chief Financial Officer (CFO)  
SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control  
SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support  
CS01/Office of Strategic Analysis and Communications

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$5,724,869	(b)(4)		\$5,724,869

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2014.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

**5. PERFORMANCE SURVEYS**

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

**6. TECHNICAL DIRECTION**

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

**7. CONSIDERATION AND PAYMENT**

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

**NNM11AA40T Payment Schedule**

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	



		09/02/11	(b)(4)
		09/16/11	
		09/30/11	
		10/14/11	
		10/28/11	
		11/11/11	
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		01/18/13	
		02/01/13	
		02/15/13	

		03/01/13	(b)(4)
		03/15/13	
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		06/07/13	
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		01/17/14	
		01/31/14	
		02/14/14	
		02/28/14	
		03/14/14	
		03/28/14	
		04/11/14	
		04/30/14	
		Total Billing	\$5,720,561

## 8. SPECIAL ORDER REQUIREMENTS

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

**9. ORDER CLAUSES**

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

**10. OTHER TERMS AND CONDITIONS**

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

**11. ORDER OF PRECEDENCE**

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

**12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)  
(MAR 1989)**

- (a) Of the total price for effort provided under this Task Order, the sum of \$5,724,869 is available for payment and allotted to this Task Order.
- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.
- (c)
  - (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through April 30, 2014.
  - (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.

- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
- (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 4	
2. AMENDMENT/MODIFICATION NO. 000031		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Office of Procurement Rita R James rita.r.james@nasa.gov Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Rita R. James Contract Specialist 256-961-0037 Marshall Space Flight Center AL 35812	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		9A. AMENDMENT OF SOLICITATION NO. (x)		9B. DATED (SEE ITEM 11)	
CODE 035U7		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T	
				10B. DATED (SEE ITEM 13) 05/01/2011	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Schedule Net Increase: \$1,033,113.00

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 52.217-9 Option to Extend the Terms of the contract (Mar 2000)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 2 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

1. The purposes of this modification are to:

a) Pursuant to the Option to Extend the Term of the Contract Clause (FAR 52.217-9) of Contract NNM11AA30C Option 3 (Yr 4), this task order Shuttle Propulsion Office, Business and Management Operations Office, and Acquisition and Business Support will continue through the extended Period of Performance from May 1, 2014 to April 30, 2015 in the amount of \$2,020,980;

b) Increase support of (b)(4) position under PWS 3.1.2/IS01 in the amount of (b)(4) with an effective date of (b)(4)

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Langston Hunter for Renhertz, Prog. Mgr.		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Sherry K Fenn	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED 4/30/14	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 5/1/2014

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000031	PAGE 2	OF 4
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NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>c) Add support of (b)(4) position under PWS 3.7.1/AS01 in the amount of (b)(4)</p> <p>d) Delete support of (b)(4) position under PWS 3.1.1/IS01 in the amount of (b)(4)</p> <p>e) Incorporate travel in the amount of (b)(4)</p> <p>f) As a result of (a) through (e), the task order value is increase by (b)(4) from (b)(4) to (b)(4)</p> <p>g) Provide incremental funding in the amount of \$1,033,113; thereby increasing the total funding allotted to this task order from \$5,724,869 to \$6,757,982, pursuant to the "Limitation of Funds" Clause.</p> <p>h) Extend the anticipated funded through date from April 30, 2014 to October 10, 2014.</p> <p>i) Update task order Clause 7, Payment and Consideration, to reflect billing periods through April 30, 2015.</p> <p>2. The following paragraph(s) has/have been modified. Slip-sheets to the contract are provided with sidebars indication change.</p> <p>Clause 3 Period of Performance Clause 7 Consideration and Payment Clause 12 Limitation of Funds</p> <p>3. Contractor's Statement of Release</p> <p>In consideration of the modification(s) agreed to herein as complete equitable adjustment for all claims arising out of or attributable to the issuance of the contract change(s) and/or contractor proposal(s) listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to said contract change(s) and/or contractor proposal(s), and for such additional obligations as may be required by this modification.</p> <p>Continued ...</p>				

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000031	PAGE	OF
		3	4

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
004	<p>Contract Change Identification: Task Order NNM11AA40T, Modification No. 31 against Contract NNM11AA30C.</p> <p>Contractor Proposal Number: ARCS Proposal dated April 15, 2014.</p> <p>4. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect. LIST OF CHANGES:</p> <p>Reason for Modification : Exercise an Option</p> <p>Period Of Performance End Date changed from 2014-04-30 to 2015-04-30</p> <p>Total Amount for this Modification: \$2,142,129.00 Obligated Amount for this Modification: \$1,033,113.00 Current Obligated Value for this Award: \$6,757,982.00 Current Task Order Value for this Award: \$7,866,998.00 Payment Terms: Net 30 days FOB: Destination</p>				
	<p>Option 3 (Contract Year 4) Incrementally Funded Amount: \$1,033,113.00 Requisition No: 4200510893, 4200510943, 4200511005</p> <p>Accounting Info: 62IS01/6100.2520/62/FC000000/736466.07.10.08/000/2 520/62/CASX22014D/361N/8014/150122/1/2 Cost Center: 62IS01 GL Account: 6100.2520 Order: FC000000 WBS Element1: 736466.07.10.08 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: CASX22014D Functional Area: 361N Appropriation: 8014/150122 Funded: \$297,359.00</p> <p>Accounting Info: 62IS70/6100.2520/62/FC000000/884160.01.50.02.08/00 0/2520/62/CASX22014D/922A/8014/150122/2/3 Cost Center: 62IS70 GL Account: 6100.2520 Order: FC000000 WBS Element1: 884160.01.50.02.08 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: CASX22014D Functional Area: 922A Appropriation: 8014/150122 Funded: \$28,947.00 Continued ...</p>				2,142,129.00

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000031	PAGE	OF
		4	4

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Accounting Info: 62IS40/6100.2520/62/FC000000/361065.07.02.01/000/2 520/62/EXCX22014D/761A/8014/150115/3/4 Cost Center: 62IS40 GL Account: 6100.2520 Order: FC000000 WBS Element1: 361065.07.02.01 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: EXCX22014D Functional Area: 761A Appropriation: 8014/150115 Funded: \$118,087.00 Accounting Info: 62RS01/6100.2520/62/FC000000/736466.01.06.08.01/00 0/2520/62/CASX22014D/361N/8014/150122/4/5 Cost Center: 62RS01 GL Account: 6100.2520 Order: FC000000 WBS Element1: 736466.01.06.08.01 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: CASX22014D Functional Area: 361N Appropriation: 8014/150122 Funded: \$330,000.00 Accounting Info: 62SF01/6100.2520/62/FC000000/006220.01.01.02/000/2 520/62/EXPX22014D/719V/8014/150124/5/6 Cost Center: 62SF01 GL Account: 6100.2520 Order: FC000000 WBS Element1: 006220.01.01.02 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: EXPX22014D Functional Area: 719V Appropriation: 8014/150124 Funded: \$166,666.00 Accounting Info: 62CS01/6100.2520/62/FC000000/736466.01.08.08.04/00 0/2520/62/CASX22014D/361N/8014/150122/1/2 Cost Center: 62CS01 GL Account: 6100.2520 Order: FC000000 WBS Element1: 736466.01.08.08.04 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: CASX22014D Functional Area: 361N Appropriation: 8014/150122 Funded: \$49,450.00 Accounting Info: 62AS40/6100.2520/62/FC000000/736466.01.10.08.01.1/ 2/000/2520/62/CASX22014D/361N/8014/150122/1/2 Cost Center: 62AS40 GL Account: 6100.2520 Order: FC000000 WBS Element1: 736466.01.10.08.01.1 WBS Element2: 2 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: CASX22014D Functional Area: 361N Appropriation: 8014/150122 Funded: \$42,604.00				



**TASK ORDER NNM11AA40T  
BUSINESS SUPPORT SERVICES**

IS01/ Office of the Chief Information Officer (CIO)  
RS01/Office of the Chief Financial Officer (CFO)  
SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control  
SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support  
CS01/Office of Strategic Analysis and Communications  
AS01/Office of Center Operations

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$7,866,998	(b)(4)		\$6,757,982

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through **April 30, 2015.**

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

**5. PERFORMANCE SURVEYS**

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

**6. TECHNICAL DIRECTION**

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

**7. CONSIDERATION AND PAYMENT**

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

**NNM11AA40T Payment Schedule**

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	

		07/08/11	(b)(4)
		07/22/11	
		08/05/11	
		08/19/11	
		09/02/11	
		09/16/11	
		09/30/11	
		10/14/11	
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
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		02/17/12	
		03/02/12	
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		06/08/12	
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		12/21/12	
		01/04/13	
		01/18/13	

		02/01/13	(b)(4)
		02/15/13	
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		04/12/13	
		04/26/13	
		05/10/13	
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		06/07/13	
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		<b>05/09/14</b>	
		<b>05/23/14</b>	
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		<b>07/04/14</b>	
		<b>07/18/14</b>	
		<b>08/01/14</b>	
		<b>08/15/14</b>	

		<b>08/29/14</b>	(b)(4)
		<b>09/12/14</b>	
		<b>09/26/14</b>	
		<b>10/10/14</b>	
		<b>10/24/14</b>	
		<b>11/07/14</b>	
		<b>11/21/14</b>	
		<b>12/05/14</b>	
		<b>12/19/14</b>	
		<b>01/02/15</b>	
		<b>01/16/15</b>	
		<b>01/30/15</b>	
		<b>02/13/15</b>	
		<b>02/27/15</b>	
		<b>03/13/15</b>	
		<b>03/27/15</b>	
		<b>04/10/15</b>	
		<b>04/30/15</b>	
		<b>Total Billing</b>	<b>\$7,860,411</b>

## 8. SPECIAL ORDER REQUIREMENTS

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

## 9. ORDER CLAUSES

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

## 10. OTHER TERMS AND CONDITIONS

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

## 11. ORDER OF PRECEDENCE

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

12. **1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)  
(MAR 1989)**

- (a) Of the total price for effort provided under this Task Order, the sum of **\$6,757,982** is available for payment and allotted to this Task Order.
- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.
- (c)
  - (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through **October 10, 2014**.
  - (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.
  - (3)
    - (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
    - (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
  - (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall,

upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**

**Performance Work Statement  
Task Order NNM11AA40T, Business Support Services  
Contract NNM11AA30C**

**1.0 INTRODUCTION**

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in the contract, NNM11AA30C, Acquisition and Business Support Services (ABSS), and with the terms and conditions as set forth in the contract and as supplemented in this Task Order.

**2.0 PROGRAM MANAGEMENT**

The Contractor shall provide program management and control for this Task Order pursuant to PWS paragraph 2.0 of the contract. All plans and reports will be provided to the Government in accordance with the direction contained in the Data Procurement Document (DPD) 1321, Attachment J-2 to the contract, and as directed in paragraph 2.0 Program Management of the contract PWS.

**3.0 BUSINESS SUPPORT**

**3.1 IS01/Office of the Chief Information Officer (CIO)**

**3.1.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.1.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)  
(b)(4)

**3.1.3 RESERVED**



**3.1.4** Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. Reports to the Program Manager and works with the Program Manager and other Program Leads for multiple projects. Identifies resources required to achieve project objectives. Establishes priorities, task assignments and ensures timely completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, policies, and procedures. Desired education is a Bachelor's degree in the area of specialty and 3-5 years of relevant experience, including supervisory and project management experience. (b)(4)

**3.1.5** Enters data from a variety of sources into systems, forms, reports, and scheduled for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Desired education is a bachelor's degree and 4-6 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to perform the functions of the job. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Works under general supervision. May report to an executive or manager. (b)(4)

### **3.2 RS01/Office of the Chief Financial Officer (CFO)**

**3.2.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.2.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

**3.2.3** Enters data from a variety of sources into systems, forms, reports, and schedules for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Desired education is a bachelor's degree and 4-6 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to perform the functions of the job. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Works under general supervision. May report to an executive or manager.

(b)(4)

### **3.3 SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control**

**3.3.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

### **3.4 SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support**

**3.4.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.4.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a

variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

### **3.5 Travel**

Travel for this effort will be required on a recurring basis. Travel is cost reimbursable and funded separately from the firm-fixed-price labor price.

### **3.6 CS01/Office of Strategic Analysis and Communications**

**3.6.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager. A certain degree of creativity and latitude is required. (b)(4)

### **3.7 AS01/Office of Center Operations**

**3.7.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

(b)(4)

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 4	
2. AMENDMENT/MODIFICATION NO. 000032		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Office of Procurement Rita R James rita.r.james@nasa.gov Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Rita R. James Contract Specialist 256-961-0037 Marshall Space Flight Center AL 35812	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		(x) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE 035U7 FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T		10B. DATED (SEE ITEM 13) 05/01/2011	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Schedule Net Increase: \$78,017.00

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-1 Changes (Firm-Fixed Price) and 43.103 (a)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 2 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

1. The purposes of this modification are to:

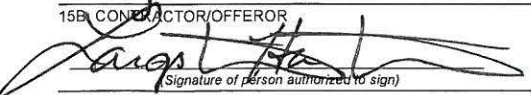
a) Increase support of (b)(4) position under PWS 3.3.2/SF01 in the amount of (b)(4) with an effective date of (b)(4);

b) Increase support of (b)(4) position under PWS 3.6.2/CS01 in the amount of (b)(4) with an effective date of (b)(4);

c) Delete support of (b)(4) position under PWS 3.6.1/CS01 in the amount of (b)(4);

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Langston Hunter for Ronhertz, Proc. Mgr.		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) RITA R. JAMES	
15B. CONTRACTOR/OFFEROR 	15C. DATE SIGNED 8/27/14	16B. UNITED STATES OF AMERICA 	16C. DATE SIGNED 27 Aug 2014

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243



CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000032	PAGE 2	OF 4
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NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>d) As a result of (a) through (c), the task order value is increase by (b)(4) from (b)(4) to (b)(4)</p> <p>e) Provide incremental funding in the amount of \$78,017; thereby increasing the total funding allotted to this task order from \$6,757,982 to \$6,835,999, pursuant to the "Limitation of Funds" Clause.</p> <p>f) Extend the anticipated funded through date from October 10, 2014 to October 24, 2014.</p> <p>2. The following paragraph(s) has/have been modified. Slip-sheets to the contract are provided with sidebars indication change.</p> <p>Clause 7 Consideration and Payment Clause 12 Limitation of Funds</p> <p>3. Contractor's Statement of Release In consideration of the modification(s) agreed to herein as complete equitable adjustment for all claims arising out of or attributable to the issuance of the contract change(s) and/or contractor proposal(s) listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to said contract change(s) and/or contractor proposal(s), and for such additional obligations as may be required by this modification.</p> <p>Contract Change Identification: Task Order NNM11AA40T, Modification No. 32 against Contract NNM11AA30C. Contractor Proposal Number: ARCS Proposal dated August 20, 2014.</p> <p>4. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect. LIST OF CHANGES:</p> <p>Total Amount for this Modification: \$75,210.00 Obligated Amount for this Modification: \$78,017.00 New Total Obligated Amount for this Award: \$6,835,999.00 New Total Amount for this Award: \$7,942,208.00 Continued ...</p>				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000032	PAGE	OF
		3	4

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	PR 4200525462 NEW ACCOUNTING CODE ADDED: Account code: 62AS40/6100.2520/62/FC000000/736466.01.10.08.01.1/ 2/000/2520/62/CASX22014D/361N/8014/150122/1/2 Cost Center 62AS40 GL Account 6100.2520 Order FC000000 WBS Element1 736466.01.10.08.01.1 WBS Element2 2 Network Activity Earmarked Funds Item Number 000 Commitment Item 2520 Funds Center 62 Fund CASX22014D Functional Area 361N Appropriation 8014/150122 Amount: \$42,604.00  PR 4200526510 NEW ACCOUNTING CODE ADDED: Account code: 62SF02/6100.2520/62/FC000000/006220.01.01.02/000/2 520/62/EXPX22014D/719V/8014/150124/2/3 Cost Center 62SF02 GL Account 6100.2520 Order FC000000 WBS Element1 006220.01.01.02 WBS Element2 Network Activity Earmarked Funds Item Number 000 Commitment Item 2520 Funds Center 62 Fund EXPX22014D Functional Area 719V Appropriation 8014/150124 Amount: \$15,266.00  NEW ACCOUNTING CODE ADDED: Account code: 62CS01/6100.2520/62/FC000000/736466.01.08.08.04/00 0/2520/62/CASX22014D/361N/8014/150122/1/2 Cost Center 62CS01 GL Account 6100.2520 Order FC000000 Continued ...				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM11AA30C/NNM11AA40T/000032	PAGE	OF
		4	4

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	WBS Element1 736466.01.08.08.04 WBS Element2 Network Activity Earmarked Funds Item Number 000 Commitment Item 2520 Funds Center 62 Fund CASX22014D Functional Area 361N Appropriation 8014/150122 Amount: \$14,147.00  PR 4200526130 NEW ACCOUNTING CODE ADDED: Account code: 62IS70/6100.2520/62/FC000000/884160.01.50.02.08/00 0/2520/62/CASX22014D/922A/8014/150122/1/2 Cost Center 62IS70 GL Account 6100.2520 Order FC000000 WBS Element1 884160.01.50.02.08 WBS Element2 Network Activity Earmarked Funds Item Number 000 Commitment Item 2520 Funds Center 62 Fund CASX22014D Functional Area 922A Appropriation 8014/150122 Amount: \$6,000.00  Payment Terms: Net 30 days FOB: Destination				

**TASK ORDER NNM11AA40T  
BUSINESS SUPPORT SERVICES**

IS01/ Office of the Chief Information Officer (CIO)  
RS01/Office of the Chief Financial Officer (CFO)  
SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control  
SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support  
CS01/Office of Strategic Analysis and Communications  
AS01/Office of Center Operations

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$7,942,208	(b)(4)		\$6,835,999

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2015.

**4. PLACE OF PERFORMANCE**



The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

**5. PERFORMANCE SURVEYS**

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

**6. TECHNICAL DIRECTION**

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

**7. CONSIDERATION AND PAYMENT**

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

**NNM11AA40T Payment Schedule**

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	

		07/08/11	(b)(4)
		07/22/11	
		08/05/11	
		08/19/11	
		09/02/11	
		09/16/11	
		09/30/11	
		10/14/11	
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/27/12	
		05/11/12	
		05/25/12	
		06/08/12	
		06/22/12	
		07/06/12	
		07/20/12	
		08/03/12	
		08/17/12	
		08/31/12	
		09/14/12	
		09/28/12	
		10/12/12	
		10/26/12	
		11/09/12	
		11/23/12	
		12/07/12	
		12/21/12	
		01/04/13	
		01/18/13	

		02/01/13	(b)(4)
		02/15/13	
		03/01/13	
		03/15/13	
		03/29/13	
		04/12/13	
		04/26/13	
		05/10/13	
		05/24/13	
		06/07/13	
		06/21/13	
		07/05/13	
		07/19/13	
		08/02/13	
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		01/03/14	
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		05/09/14	
		05/23/14	
		06/06/14	
		06/20/14	
		07/04/14	
		07/18/14	
		08/01/14	
		08/15/14	

		08/29/14	(b)(4)
		09/12/14	
		<b>09/26/14</b>	
		<b>10/10/14</b>	
		<b>10/24/14</b>	
		<b>11/07/14</b>	
		<b>11/21/14</b>	
		<b>12/05/14</b>	
		<b>12/19/14</b>	
		<b>01/02/15</b>	
		<b>01/16/15</b>	
		<b>01/30/15</b>	
		<b>02/13/15</b>	
		<b>02/27/15</b>	
		<b>03/13/15</b>	
		<b>03/27/15</b>	
		<b>04/10/15</b>	
		<b>04/30/15</b>	
		<b>Total Billing</b>	<b>\$7,935,621</b>

#### 8. SPECIAL ORDER REQUIREMENTS

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

#### 9. ORDER CLAUSES

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

#### 10. OTHER TERMS AND CONDITIONS

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

#### 11. ORDER OF PRECEDENCE

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

12. **1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)  
(MAR 1989)**

- (a) Of the total price for effort provided under this Task Order, the sum of \$6,835,999 is available for payment and allotted to this Task Order.
- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.
- (c)
  - (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through October 24, 2014.
  - (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.
  - (3)
    - (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
    - (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
  - (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall,

upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**

**Performance Work Statement  
Task Order NNM11AA40T, Business Support Services  
Contract NNM11AA30C**

**1.0 INTRODUCTION**

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in the contract, NNM11AA30C, Acquisition and Business Support Services (ABSS), and with the terms and conditions as set forth in the contract and as supplemented in this Task Order.

**2.0 PROGRAM MANAGEMENT**

The Contractor shall provide program management and control for this Task Order pursuant to PWS paragraph 2.0 of the contract. All plans and reports will be provided to the Government in accordance with the direction contained in the Data Procurement Document (DPD) 1321, Attachment J-2 to the contract, and as directed in paragraph 2.0 Program Management of the contract PWS.

**3.0 BUSINESS SUPPORT**

**3.1 IS01/Office of the Chief Information Officer (CIO)**

**3.1.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.1.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

(b)(4)

**3.1.3 RESERVED**

**3.1.4** Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. Reports to the Program Manager and works with the Program Manager and other Program Leads for multiple projects. Identifies resources required to achieve project objectives. Establishes priorities, task assignments and ensures timely completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, policies, and procedures. Desired education is a Bachelor's degree in the area of specialty and 3-5 years of relevant experience, including supervisory and project management experience. (b)(4)

**3.1.5** Enters data from a variety of sources into systems, forms, reports, and scheduled for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Desired education is a bachelor's degree and 4-6 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to perform the functions of the job. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Works under general supervision. May report to an executive or manager. (b)(4)

### **3.2 RS01/Office of the Chief Financial Officer (CFO)**

**3.2.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.2.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)



**3.2.3** Enters data from a variety of sources into systems, forms, reports, and schedules for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Desired education is a bachelor's degree and 4-6 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to perform the functions of the job. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Works under general supervision. May report to an executive or manager.

(b)(4)

### **3.3 SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control**

**3.3.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

**3.3.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager. A certain degree of creativity and latitude is required. (b)(4)

### **3.4 SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support**

**3.4.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May

lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.4.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

### **3.5 Travel**

Travel for this effort will be required on a recurring basis. Travel is cost reimbursable and funded separately from the firm-fixed-price labor price.

### **3.6 CS01/Office of Strategic Analysis and Communications**

#### **3.6.1 RESERVED**

**3.6.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

### **3.7 AS01/Office of Center Operations**

**3.7.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 5	
2. AMENDMENT/MODIFICATION NO. 000033		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE MSFC		7. ADMINISTERED BY (If other than Item 6) CODE MSFC	
NASA/Marshall Space Flight Center Office of Procurement Rita R James rita.r.james@nasa.gov Marshall Space Flight Center AL 35812		NASA/Marshall Space Flight Center Rita R. James Contract Specialist 256-961-0037 Marshall Space Flight Center AL 35812			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA40T	
				10B. DATED (SEE ITEM 13) 05/01/2011	
CODE 035U7		FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$366,425.00  
See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
x	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-1 Changes (Firm-Fixed Price) and 43.103 (a)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 2 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

1. The purposes of this modification are to:

- a) Delete support of (b)(4) position under PWS 3.1.1/IS01 in the amount of (b)(4);
- b) Increase support of (b)(4) position under PWS 3.1.2/IS01 in the amount of (b)(4);
- c) Incorporate travel incurred in the amount of (b)(4);
- d) As a result of (a) through (c), the task order value is increase by (b)(4) from Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Langston Hunter for Conkertz, Prog Mgr.		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) RITA R. JAMES	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	
15C. DATE SIGNED 10/30/14		16C. DATE SIGNED 10/30/2014	

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
NNM11AA30C/NNM11AA40T/000033PAGE OF  
2 5NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>(b)(4)</p> <p>e) This modification also makes an administrative change to remove Shuttle Propulsion from the description on Mod 31 section 14(a);</p> <p>f) Provide incremental funding in the amount of \$366,425; thereby increasing the total funding allotted to this task order from \$6,835,999 to \$7,202,424, pursuant to the "Limitation of Funds" Clause.</p> <p>g) Extend the anticipated funded through date from October 24, 2014 to December 19, 2014.</p> <p>2. The following paragraph(s) has/have been modified. Slip-sheets to the contract are provided with sidebars indication change.</p> <p>Clause 7 Consideration and Payment Clause 12 Limitation of Funds</p> <p>3. Contractor's Statement of Release In consideration of the modification(s) agreed to herein as complete equitable adjustment for all claims arising out of or attributable to the issuance of the contract change(s) and/or contractor proposal(s) listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to said contract change(s) and/or contractor proposal(s), and for such additional obligations as may be required by this modification.</p> <p>Contract Change Identification: Task Order NNM11AA40T, Modification No. 33 against Contract NNM11AA30C.</p> <p>Contractor Proposal Number: ARCS Proposal dated October 21, 2014.</p> <p>4. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES:</p> <p>Total Amount for this Modification: \$13,817.00 Obligated Amount for this Modification: Continued ...</p>				



## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
NNM11AA30C/NNM11AA40T/000033

PAGE 3 OF 5

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>\$366,425.00</p> <p>New Total Obligated Amount for this Award: \$7,202,424.00</p> <p>New Total Amount for this Award: \$7,956,025.00</p> <p>PR 4200530767</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code: 62SF01/6100.2520/62/FC000000/006220.01.01.02/000/2 520/62/EXPX22015D/719V/8015/160124/1/2</p> <p>Cost Center 62SF01</p> <p>GL Account 6100.2520</p> <p>Order FC000000</p> <p>WBS Element1 006220.01.01.02</p> <p>WBS Element2</p> <p>Network</p> <p>Activity</p> <p>Earmarked Funds</p> <p>Item Number 000</p> <p>Commitment Item 2520</p> <p>Funds Center 62</p> <p>Fund EXPX22015D</p> <p>Functional Area 719V</p> <p>Appropriation 8015/160124</p> <p>Quantity: 0</p> <p>Amount: \$120,896.00</p> <p>PR 4200530760</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code: 62IS01/6100.2520/62/FC000000/736466.07.10.08/000/2 520/62/CASX22015D/361N/8015/160122/1/2</p> <p>Cost Center 62IS01</p> <p>GL Account 6100.2520</p> <p>Order FC000000</p> <p>WBS Element1 736466.07.10.08</p> <p>WBS Element2</p> <p>Network</p> <p>Activity</p> <p>Earmarked Funds</p> <p>Item Number 000</p> <p>Commitment Item 2520</p> <p>Funds Center 62</p> <p>Fund CASX22015D</p> <p>Functional Area 361N</p> <p>Appropriation 8015/160122</p> <p>Quantity: 0</p> <p>Amount: \$101,925.00</p> <p>PR 4200530768</p> <p>Continued ...</p>				

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
NNM11AA30C/NNM11AA40T/000033

PAGE 4 OF 5

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>NEW ACCOUNTING CODE ADDED: Account code: 62RS01/6100.2520/62/FC000000/736466.01.06.08.01/00 0/2520/62/CASX22015D/361N/8015/160122/1/2 Cost Center 62RS01 GL Account 6100.2520 Order FC000000 WBS Element1 736466.01.06.08.01 WBS Element2 Network Activity Earmarked Funds Item Number 000 Commitment Item 2520 Funds Center 62 Fund CASX22015D Functional Area 361N Appropriation 8015/160122 Quantity: 0 Amount: \$80,000.00</p> <p>PR 4200531459 NEW ACCOUNTING CODE ADDED: Account code: 62IS40/6100.2520/62/FC000000/361065.07.02.01/000/2 520/62/EXCX22015D/761A/8015/160115/1/43 Cost Center 62IS40 GL Account 6100.2520 Order FC000000 WBS Element1 361065.07.02.01 WBS Element2 Network Activity Earmarked Funds Item Number 000 Commitment Item 2520 Funds Center 62 Fund EXCX22015D Functional Area 761A Appropriation 8015/160115 Quantity: 0 Amount: \$38,604.00</p> <p>PR4200532040 NEW ACCOUNTING CODE ADDED: Account code: 62CS01/6100.2520/62/FC000000/736466.01.08.08.04/00 0/2520/62/CASX22015D/361N/8015/160122/1/2 Cost Center 62CS01 GL Account 6100.2520 Continued ...</p>				

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
NNM11AA30C/NNM11AA40T/000033PAGE OF  
5 5NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Order FC000000 WBS Element1 736466.01.08.08.04 WBS Element2 Network Activity Earmarked Funds Item Number 000 Commitment Item 2520 Funds Center 62 Fund CASX22015D Functional Area 361N Appropriation 8015/160122 Quantity: 0 Amount: \$25,000.00  Payment Terms: Net 30 days FOB: Destination				

**TASK ORDER NNM11AA40T  
BUSINESS SUPPORT SERVICES**

IS01/ Office of the Chief Information Officer (CIO)  
RS01/Office of the Chief Financial Officer (CFO)  
SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control  
SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support  
CS01/Office of Strategic Analysis and Communications  
AS01/Office of Center Operations

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$7,956,025	(b)(4)		\$7,202,424

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2015.

**4. PLACE OF PERFORMANCE**



The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

**5. PERFORMANCE SURVEYS**

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

**6. TECHNICAL DIRECTION**

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

**7. CONSIDERATION AND PAYMENT**

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

**NNM11AA40T Payment Schedule**

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	

		07/08/11	(b)(4)
		07/22/11	
		08/05/11	
		08/19/11	
		09/02/11	
		09/16/11	
		09/30/11	
		10/14/11	
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
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		03/16/12	
		03/30/12	
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		05/25/12	
		06/08/12	
		06/22/12	
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		07/20/12	
		08/03/12	
		08/17/12	
		08/31/12	
		09/14/12	
		09/28/12	
		10/12/12	
		10/26/12	
		11/09/12	
		11/23/12	
		12/07/12	
		12/21/12	
		01/04/13	
		01/18/13	

		02/01/13	(b)(4)
		02/15/13	
		03/01/13	
		03/15/13	
		03/29/13	
		04/12/13	
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		07/04/14	
		07/18/14	
		08/01/14	
		08/15/14	

		08/29/14	(b)(4)
		09/12/14	
		09/26/14	
		10/10/14	
		10/24/14	
		11/07/14	
		11/21/14	
		12/05/14	
		12/19/14	
		01/02/15	
		01/16/15	
		01/30/15	
		02/13/15	
		02/27/15	
		03/13/15	
		03/27/15	
		04/10/15	
		04/30/15	
		<b>Total Billing</b>	<b>\$7,943,810</b>

## 8. SPECIAL ORDER REQUIREMENTS

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

## 9. ORDER CLAUSES

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

## 10. OTHER TERMS AND CONDITIONS

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

## 11. ORDER OF PRECEDENCE

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

**12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)  
(MAR 1989)**

- (a) Of the total price for effort provided under this Task Order, the sum of \$7,202,424 is available for payment and allotted to this Task Order.
- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.
- (c)
  - (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through December 19, 2014.
  - (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.
  - (3)
    - (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
    - (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
  - (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall,

upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**

**Performance Work Statement  
Task Order NNM11AA40T, Business Support Services  
Contract NNM11AA30C**

**1.0 INTRODUCTION**

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in the contract, NNM11AA30C, Acquisition and Business Support Services (ABSS), and with the terms and conditions as set forth in the contract and as supplemented in this Task Order.

**2.0 PROGRAM MANAGEMENT**

The Contractor shall provide program management and control for this Task Order pursuant to PWS paragraph 2.0 of the contract. All plans and reports will be provided to the Government in accordance with the direction contained in the Data Procurement Document (DPD) 1321, Attachment J-2 to the contract, and as directed in paragraph 2.0 Program Management of the contract PWS.

**3.0 BUSINESS SUPPORT**

**3.1 IS01/Office of the Chief Information Officer (CIO)**

**3.1.1 RESERVED**

**3.1.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

(b)(4)

**3.1.3 RESERVED**

**3.1.4** Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. Reports to the Program Manager and works with the Program Manager and other Program Leads for multiple projects. Identifies resources required to achieve project objectives. Establishes priorities, task assignments and ensures timely completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure

timely delivery of all specified deliverables, and compliance with government regulations, codes, policies, and procedures. Desired education is a Bachelor's degree in the area of specialty and 3-5 years of relevant experience, including supervisory and project management experience. (b)(4)

**3.1.5** Enters data from a variety of sources into systems, forms, reports, and scheduled for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Desired education is a bachelor's degree and 4-6 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to perform the functions of the job. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Works under general supervision. May report to an executive or manager.

(b)(4)

### **3.2 RS01/Office of the Chief Financial Officer (CFO)**

**3.2.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.2.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

**3.2.3** Enters data from a variety of sources into systems, forms, reports, and schedules for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Desired education is a bachelor's degree and 4-6 years of experience in the field or related area. Familiar with standard concepts,



practices, and procedures. Relies on experience and judgment to perform the functions of the job. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Works under general supervision. May report to an executive or manager.

(b)(4)

### **3.3 SF01/Michoud Assembly Facility Directorate (MAF)/Program Planning and Control**

**3.3.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

**3.3.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager. A certain degree of creativity and latitude is required. (b)(4)

### **3.4 SF02/Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support**

**3.4.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.4.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a

related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

### **3.5 Travel**

Travel for this effort will be required on a recurring basis. Travel is cost reimbursable and funded separately from the firm-fixed-price labor price.

### **3.6 CS01/Office of Strategic Analysis and Communications**

#### **3.6.1 RESERVED**

**3.6.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

### **3.7 AS01/Office of Center Operations**

**3.7.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)  
(1 part-time)